

### Measuring occupation and labour status in cross-national comparative surveys

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# Measuring Occupation and Labour Status in Cross-National Comparative Surveys

*Jürgen H.P. Hoffmeyer-Zlotnik, Uwe Warner*



## Measuring Occupation and Labour Status in Cross-National Comparative Surveys

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Jürgen H.P. Hoffmeyer-Zlotnik, Uwe Warner

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## List of country abbreviations

AT	=	Austria
BE	=	Belgium
BG	=	Bulgaria
CH	=	Switzerland
CY	=	Cyprus
CZ	=	Czech Republic
DE	=	Germany
DK	=	Denmark
EE	=	Estonia
ES	=	Spain
FI	=	Finland
FR	=	France
GR	=	Greece
HU	=	Hungary
IE	=	Ireland
IT	=	Italy
LT	=	Lithuania
LU	=	Luxembourg (Grand Duchy)
LV	=	Latvia
MT	=	Malta
NL	=	Netherlands
NO	=	Norway
PL	=	Poland
PT	=	Portugal
RO	=	Romania
SE	=	Sweden
SI	=	Slovenia
SK	=	Slovakia
UK	=	United Kingdom
USA	=	United States of America



# 1 The importance of the occupation and labour status variables in social science research

In the social sciences, the occupation variable is used to generate socio-economic status and/or occupational prestige. However, because the occupation variable applies only to a section of the 'representative' residential population, the labour status variable is used not only to determine respondents' status vis-à-vis the labour market but also to identify their position in the life cycle. While the economic aspect of the occupation and labour status variables is not the main focus of interest for most social scientists, it is of central importance to economists and hence also to national statistical offices.

'Status' defines the position of a person relative to the positions of others. Hence, it refers to a person's position in a hierarchical structure. The more specific term 'social status' serves to locate a person in the hierarchy of the society to which they belong. This is usually done with the help of the indicators 'education', 'occupation', and 'income'. In this way, 'social status' becomes 'socio-economic status' (Duncan 1961). However, if one takes a look at social mobility, one notes that empirical research quickly focuses on a list of occupations sorted according to their prestige or status (although social mobility comprises a lot more than occupational mobility over time). Hence hierarchical status, or prestige status, becomes a special type of status that refers to the position that establishes the holder's relationships with other positions in the class structure.

The term 'prestige' refers first to the level of respect inherent to a particular position. Hence, occupational prestige is the esteem ascribed to a certain professional activity and position. Indeed, in modern industrial and post-industrial societies, occupational prestige has become the most important component of the general prestige that a person enjoys, provided, of course, that the society is an open one and social mobility is possible. Social mobility in 'open' societies is empirically measurable via occupational mobility.

## 1.1 Occupation as an indicator of social status

The importance of the occupation variable is underscored by the fact that the individual weight of the other two status variables – education and income – has decreased. Indeed, they are now almost completely subsumed under the occupation variable. Following the manifest educational expansion that has taken place in almost all post-industrial societies, education has dropped to second place in the status-variables ranking. Higher education is no longer a status bonus. Rather, it merely offers the holder a better starting position in the struggle for that ever-scarcer commodity: work. At the same time, real income losses have taken place due to the increased supply of cheap labour on the global market, the decreasing willingness of employers to pay fair wages, and the turbulences and destruction of capital on the international financial markets. These income losses would be an indication of downward social mobility if income were weighted too heavily. Moreover, because of the problems involved in the measurement of income, it would appear advisable not to attach too much weight to it when determining socio-economic status (see Warner & Hoffmeyer-Zlotnik 2003; Warner 2009). However, occupation is

closely tied to the education and income variables: the higher the prestige of an occupation or professional activity, the greater the education and training required and the average income that can be earned. Nevertheless, this does not mean that identical prestige values in different positions guarantee identical income levels.

The spectrum of occupations has changed considerably over the last few decades as a result of increasing division of labour due to the growing ‘technisation’ of work. For this reason, and because social modernisation has brought about a major shift of the focus of the economy from the primary to the tertiary sector (Fourastié 1954, 1967), the occupation-based index of social class describes not only inter-generational social mobility but is also an indicator of the degree of modernisation of a society.

Occupation as a social background variable is based on the implicit assumption that the location of a person in the social structure of a society based on the division of labour is primarily determined by the employment pursued (Mayer 1979: 81). As mentioned above, education and income are closely tied to the occupation variable. However, the reason given for the importance of professional activity and position is that they are considered to be important determinants of lifestyle, attitudes, and individual and group behaviours (Mayer 1979: 81).

## 1.2 Occupation as an indicator of prestige

Occupation also has a subjective component, namely prestige. Prestige refers to a ranking of occupations according to their social standing. In a pioneering study, North and Hatt (1947) investigated age, education and income with regard to the prestige of 90 occupations. A number of further studies followed during the 1960s. They led to the linking of occupational prestige and socio-economic status. The resulting scale for the measurement of occupational prestige is still valid today. Constructed by Treiman (1977), it is known as the Standard International Occupational Prestige Scale (SIOPS) (see Ganzeboom & Treiman 2003).

Occupational prestige is based on a collective perception of the value or social standing inherent to a particular professional activity. Thus occupational prestige is synonymous with the recognition and respect that society accords a person because of their occupation as a reward for their services to the community (Ganzeboom, De Graaf, Treiman & de Leeuw 1992: 8). Therefore, occupational prestige can be regarded as a causally dependent indicator of socio-economic status (Ganzeboom et al. 1992: 9). “Occupational prestige as opposed to the societal utility value of a professional activity reflects the exchange value of an occupational title in the sense of its perceived societal worth” (Imdorf 2005: 51; our translation). Following Imdorf (2005: 51f.), who uses Bourdieu’s terminology, occupational prestige “in the sense of recognition and esteem for an occupation [is] symbolic (occupational) capital, in other words, the symbolic representation of occupations and their respective standing in a historically evolved social order. According to Ganzeboom, de Graaf, Treiman and de Leeuw (1992), this symbolic capital acts as an intervening variable in the sense of a hinge between education (cultural capital) and income (economic capital).” Hence, if “cultural capital can be transformed into economic

capital via symbolic occupational capital (prestige),” then socio-economic status refers to “those parts of cultural capital that can be transformed into economic capital via their socially mediated symbolic effect” (Imdorf 2005: 52; our translation).

### 1.3 Labour status as an indicator of position in the life-cycle

In addition to the occupation variable, the labour status variable is important when it comes to assigning a respondent to a particular stage in the life cycle. This variable first roughly distinguishes three life stages:

1. the learning stage characterised by education and training;
2. the work stage. Not only are employed persons assigned to this phase but also those who are looking after their own children or incapacitated family or household members;
3. the retirement stage.

Within the work stage, a distinction is made between economically active and inactive persons. Economically active persons are those who are available for work and are pursuing a job, those who are temporarily absent from their jobs (on parental leave or sabbatical, for example), and those who are seeking work. Economically inactive persons are those who, for whatever reason, are not available to the labour market. They include persons who are bringing up children, taking care of incapacitated adults, or carrying out domestic tasks. However, the category also includes persons who are incapable of work due to illness or disability.

The problem with the definition of persons who are economically active is the classification of their job(s) in terms of scale and relative importance. The scale ranges from full-time employment to employment on an hourly basis, or casual employment. As a rule, full-time employment is based on the volume of work that is deemed either by collective agreement or general consensus (for example, in the case of self-employed persons or farmers) to be a full working day in the respective sector in the country in question. We define part-time employment as working time that is less than a full working day but not less than half a working day. All activities that amount to less than half a working day (including cases where the mini-jobs held by multiple job holders are added up) are classified as marginal employment. The importance that should be assigned to marginal employment will be discussed later. However, it goes without saying that marginal employment cannot determine an individual's status.

### 1.4 Definition of employment

The European System of Accounts, ESA95 defines employed persons as “... all persons – both employees and self-employed – engaged in some productive activity that falls within the production boundary of the system” (European Commission, Eurostat 1995: 465). For national accounts purposes, the German Federal Statistical Office narrows the definition of employment to “... an activity for the sake of economic gain ..., irrespective of the extent of this activity” (Statistisches Bundesamt Deutschland 2009; our transla-

tion). This restriction is based on the employment concept developed for labour market statistics purposes by the International Labour Organization (ILO), a specialised agency of the United Nations. The ILO measures employment on the basis of the economic activity of persons in a certain age group (15 or 16 years and upwards, depending on the country; some countries have an upper age limit of 74<sup>1</sup>). The criteria are (a) work for pay, profit, or family gain (b) of at least one hour's duration, (c) that was performed during a reference week (or would have been performed had the person not been temporarily absent due to holidays, illness etc.). In the case of unemployed persons, the criteria are that they are currently available for work and seeking work (European Commission, Eurostat, 2009; Rengers, 2005).

Work for pay or profit is viewed here from an economic perspective as a factor of production. From this point of view, details of the volume of work available and on offer are needed because, ultimately, the data are used to draw inferences about Gross National Income (GNI). Because all work, irrespective of the extent of the activity, must be measured, the one-hour criterion is appropriate. As Hussmanns (1998:9) points out, it is used (a) "... in order to cover all types of employment that may exist in a given country, including short-time and part-time work, casual and temporary employment, stand-by work, employment in the informal sector and other types of informal employment, etc." and

(b) "... to ensure that at an aggregate level total labour inputs correspond to total production."

However, for the determination of socio-economic status, which is of importance to the social sciences, the employment variable is of little use without an indication of the individual volume of work performed. In the social sciences, work is regarded as a process "in which people enter into social relationships that are of central importance in their lives. Here work serves to integrate a person into working society or, more specifically, into an employment system" (Rengers 2005: 1370; our translation). Moreover, working people are assigned a status on the basis of the prestige inherent to their jobs. Hence the social sciences require a different definition of employment.

'Occupation' in the sociological sense of the word is "an economic role separated from household activity as a result of growth of markets for labour" ('occupation', Oxford Dictionary of Sociology online [2009]). This economic role, which is incorporated into a large set of occupational categories, confers on the incumbent prestige (which is influenced by social exclusion<sup>2</sup>, lifestyle and social values) and social or socioeconomic sta-

1 Persons aged 15 years and over: AT, BE, BG, CH, CY, CZ, DE, FR, GR, IE, IT, LT, LU, MT, NL, PL, PT, RO, SE (since 2001), SI, SK.

Persons aged 16 years and over: ES, UK.

Persons between the ages of 15 and 74: DK, EE, FI, HU, LV, SE (pre 2001).

Persons between the ages of 16 and 74: IS, NO.

Source: European Commission, Eurostat 2006; see also Annex 1.

2 The theory of social closure, which is based on Max Weber's concept of open and closed relationships, aims to explain those processes in which social actors endeavour to exclude others by monopolising resources, privileges, power, and prestige (see, for example, Parkin 1983, 2002).

tus. This is due to the fact that, on the one hand, each occupation is perceived in a particular way. And depending on its societal importance at a particular time, it is accorded a rank in a hierarchical structure on the basis of the prestige it commands. On the other hand, members of society allocate occupations to social and socioeconomic status categories on the basis of their skill level, economic function, and income level. Here, too, the assignment to social classes is dependent on overall societal development in space and time.

In order to measure prestige and status, employment must be defined as the role that characterises a person's status, and perhaps also that of his or her entire household. Marginal employment, which according to the ILO concept must also be declared, is unsuitable for this purpose. Even several marginal jobs that do not characterise a person in terms of occupational prestige are of no use for a classification of socioeconomic status. In order to determine prestige and status, the researcher needs information about an activity that characterises the person and determines his or her rank in the social hierarchy.

However, in addition to labour market activities, alternative, non-economic roles or positions in the household are also of particular interest. From the point of view of the life-cycle concept, the work stage is not only the stage during which a person works for pay or to earn a living; it is also the stage during which child rearing and caring for incapacitated relatives takes place. Hence, a sociological labour status concept must be able to depict both the occupational prestige of employed persons and the status of persons who are not employed.





## 2 Variables to be measured in social science surveys

In order to assess occupational prestige and socioeconomic status, a range of information must be gathered. It is not enough to determine whether or not a person is in employment, even when employment is measured in terms of an activity that characterises that person. Rather, it is important to capture all aspects connected with the employment situation and all alternative positions in the life cycle. One should bear in mind that the employment situation must be assessed in such a way as to facilitate the characterisation of the respondent in terms of status. If details of employment are insufficient for this purpose because the person is marginally employed, then the information on which the weight of the variable rests must be made very clear.

One problem with survey research is the fact that, normally, a randomly selected reference person responds on behalf of a household. However, since the status of a household is defined by the member with the highest status, it is important to be able to determine whether the respondent is the main earner or the member who gives the household its status (Hoffmeyer-Zlotnik & Warner, 2008: 57ff.). Otherwise, only personal prestige can be measured but not the socioeconomic status of the household.

The following information must be gathered in social science surveys:

- a) labour status
- b) If respondent is a full-timer or substantial part-timer
  - ba) job(s) pursued, in detail and/or in brief
  - bb) number of jobs held
  - bc) classify as 'employee', 'self-employed', or 'contributing family worker' and according to
  - bd) the usual number of hours worked.
- c) If respondent is not a full-timer or substantial part-timer
  - ca) temporarily absent from work, or
  - cb) marginally employed
  - cc) by what position outside working life is the respondent's status defined?
- d) If respondent is no longer a full-timer or substantial part-timer
  - da) the last full-time or substantial part-time job held.
- e) If not in employment
  - ea) in the learning or retirement stage
  - eb) If in the work stage: what activity other than marginal employment, or instead of employment, characterises the respondent's status?

### 2.1 Labour status

By 'labour status' we mean all the categories that can classify people of working age. This includes both different types of employment and all major groups of persons who are not in employment.

A first superordinate category serves to differentiate employed persons in terms of employment extent.

- In the case of employees, sub-category (1) is full-time employment. 'Full time' in this sense means the number of hours deemed to constitute full-time employment. It varies from country to country and depends on the sector, occupation and enterprise in question. It is either negotiated between management and employees' representatives or laid down by the employers in cases where they have no consultation obligation. In the case of self-employed persons, full-time employment is taken to mean the usual average number of hours per working week in the sector in question; it is approximately equal to or exceeds the number of hours worked by employees.
- Sub-category (2) covers part-time employment. 'Part time' in this sense means less than full time but more than marginal employment. In the absence of a standard definition of marginal employment, it is difficult to place a lower limit on part-time work. As a rule, the lower limit is 50% of full-time work.
- Sub-category (3) covers marginal employment. 'Marginal employment', which can be observed in all post-industrialised countries in Europe, can refer to one of two things (cf. for example Fink et al. 2001):
  - (a) low pay, the upper limit of which is set and regularly adjusted by the legislature; it is not subject to tax and social insurance, and it correlates closely with a low number of contracted working hours;
  - (b) a low number of contracted working hours not exceeding 15 (for example in Germany and Denmark) or 16 (for example in the UK) hours per week; or working time not exceeding 2 months or a total of 50 hours per year (in Germany); seasonal work.
- Sub-category (4) can accommodate labour market measures of individual countries, for example the 'one-euro jobs' in Germany, which are intended to help reintegrate the long-term unemployed into the primary labour market. Jobs of this type are part of national labour market programmes.
- Casual or irregular employment arrangements and seasonal work can be recorded in sub-category (5) if they cannot be accommodated in sub-categories (2) or (3).
- Sub-category (6) covers all those persons who are paid by the employer but who no longer work in the enterprise or organisation. This includes all early retirement schemes under which the employer continues to pay a wage or salary, possibly in combination with social transfer payments, although the employee is no longer available for work in that enterprise or organisation. This can be a working-time account to finance work release; or it can be a semi-retirement model (in Germany and Austria) that allows employees to ease themselves into retirement by prematurely ending their active working time.

A second superordinate category serves to accommodate those who work for pay but who are not classified as employed persons. It includes

- persons who are undergoing vocational training. Vocational training is classified as adult education. Even though trainees sometimes receive remuneration (for example

apprentices in enterprises or students on work placement), they are not considered to be employed persons.

- conscripts in compulsory military service or community service. Here, too, a small remuneration is paid. However, it does not render the persons in this category employed persons.
- persons doing a 'voluntary social year'. The remuneration is regarded as pocket money and reimbursement of expenses for food, board and travel costs.

A third superordinate category covers persons who are available for work, at least in principle, but who are not currently active. It includes

- persons undergoing retraining for a new field of activity
- persons who are currently unemployed or without work and seeking work
- persons who are currently on extended leave for the purpose of looking after children or incapacitated relatives or household members
- persons on sabbatical or other leave.

The fourth superordinate category covers persons who are not available for work, irrespective of the life-stage they are in. This category includes

- students attending general education or vocational schools, or technical schools and colleges, provided they do not belong to the second superordinate category above;
- homemakers who take care of the household and the family, bring up children or look after incapacitated adults (provided the homemaker is not on extended leave from work);
- persons who have retired from working life on age grounds and who live on retirement benefits or a pension; and finally
- persons who are not available for work on the regular labour market due to mental or physical disability or other health reasons.

This list does not include any groups who are members of institutionalised households, for example monks, nuns, or prison inmates. In cases where members of the armed forces living in barracks are temporarily included in a sample of persons in private households, they are included in the second superordinate category (conscripts in compulsory military service).

As can be seen from this classification system, labour status represents not only the middle stage of the life cycle but also covers the upper and lower margins. This is due to the fact that, although the life cycle can be defined via group memberships, the work stage is determined on the basis of age, starting at 15 or 16 years – depending on the country – and ending at the official retirement age, or at the age of 74 at the latest (see the upper age limits for the national implementation of the ILO concept).

## 2.2 Full-timers and substantial part-timers and their jobs

In the case of those respondents who are either full-timers or substantial part-timers, the jobs they hold must be ascertained. The occupational description can be coded into the International Standard Classification of Occupations (ISCO). This code can, in turn, be converted into Treiman's Standard International Occupational Prestige Scale (SIOPS) (Treiman 1977, 1979; Ganzeboom & Treiman 2003) or the International Socio-Economic Index of Occupational Status (ISEI) (Ganzeboom et al. 1992). However, before carrying out ISCO coding, one must clarify whether the activity in question is the one that characterises the respondent's status.

There are signs of a growing tendency among employed persons in many countries to hold down more than one job at the same time. Therefore, in the case of all the full-timers and substantial part-timers among the respondents, one must ascertain:

- how many jobs the person pursues. On the one hand, this information helps the researcher to determine whether the respondent's status can in fact be characterised on the basis of his or her jobs. On the other hand, it reveals the level of the respondent's activity on the labour market.
- whether all these jobs are exercised in the capacity of employee, or whether the respondent is (also) self-employed and hence his or her own boss, and finally
- the normal number of hours worked per week. Here it is important that the benchmark is not the reference week but rather a 'normal' week.

After determining the relative importance of the respondent's full-time or substantial part-time job, the job itself must be described in order to be able to code it according to ISCO. ISCO is a standard, internationally valid classification that provides a good picture of occupation structure, or at least of the structure prevailing in industrial and post-industrial (non-socialist) societies. However, it is no easy task to condense the up to 30,000 occupational titles in existence in modern European states at any one point in time into 390 (ISCO-88) or 433 (ISCO-08) unit groups. The description of the ISCO categories is complex and lengthy. Therefore it takes a trained coder to determine the ISCO code on the basis of the occupation description. For this reason, a less costly alternative to ISCO coding is often sought.

A five-point autonomy scale developed by Hoffmeyer-Zlotnik (2003) can be used as a simple and brief alternative to ISCO coding. This scale organises the job autonomy of employees into five categories. The autonomy scale can be converted into a five-point short version of Treiman's Occupational Prestige Scale (Treiman 1977, 1979).

## 2.3 Persons who are neither full-timers nor substantial part-timers

In the case of persons who are neither full-timers nor substantial part-timers, one must distinguish between those who are economically active and those who are not.

Economically active persons include those who work just a few hours (as employees or self-employed) and unemployed persons. Because all those who are temporarily

absent from but who still have a formal attachment to their jobs are included as well, the economically active group comprises:

- all marginally employed persons as defined by the country in question. In most countries, the number of working hours that constitutes marginal employment ranges from between 1 and 15 hours per week.
- all those who belong to some group of persons temporarily absent or on leave from their jobs, be it parental leave, a sabbatical, lay-off (on full pay or less), the work release phase of semi-retirement, etc.

The group of persons who are not economically active comprises all those who by virtue of their age are either not yet or no longer employed, and all those of working age who, for whatever reason, are not available for work. They include

- children under the age of 15 or 16, depending on the definition employed in the country in question
- young people aged 15 or over who are attending either a general education or vocational school or are studying at an institution of higher education
- persons undergoing vocational training or on work placement
- conscripts in compulsory military service or community service, persons doing a voluntary social year
- homemakers
- retired persons
- persons incapable of working because of a mental or physical disability or on other health grounds.

In order to determine the status of the above groups of persons who are neither full-timers nor substantial part-timers or who are not employed at all, the last full-time or substantial part-time job held by the respondent must be recorded. This information is then used to generate the Occupational Prestige Scale or the Job Autonomy Scale. Where this is not possible in the case of persons who have never had a job, the socioeconomic status can be determined only in the household context.



### 3 The International Labour Organization's labour force concept

The ILO's labour force concept (ILO 1982; Hussmans, Mehran & Verma 1990; Rengers 2004) covers all economically active persons of either sex above a certain age who furnish the supply of labour for the production of goods and services. The economically active population is divided into the 'usually active population' (ILO 1982: 2) and the 'currently active population' (ILO 1982: 2). The usually active population comprises all those who were economically active during a long reference period such as a year, whereas the currently active population is measured on the basis of a short reference period such as 'the past week'. The existence and scale of the economic activity is assessed on the basis of familiar concepts employed by the UN System of National Accounts (SNA). Hence, persons are deemed to be economically active if they contribute, or are available to contribute, to the production of goods and services that fall within the SNA production boundary<sup>3</sup>.

#### 3.1 Description of the ILO labour force concept

The ILO labour force concept divides the economically active population into two categories – employed persons and unemployed persons – measured in relation to a reference period usually defined as “the past week”.

The 'employed' comprise all persons in the following categories (ILO 1982: 3f.):

(a) 'paid employment'

- 'at work' – persons who during the reference period performed some work for wage or salary, in cash or in kind
- 'with a job but not at work' – persons who have already worked in their present job but were temporarily absent from work during the reference period. Either they
  - continue to receive their wage or salary
  - or they have an assurance that they can return to their job after the period of absence
  - or they have received compensation that enables them to stay away from work without having to start a new job straight away.

(b) 'self-employment'

- 'at work' – persons who during the reference period performed some work for profit or family gain, in cash or in kind

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3 The SNA production boundary includes the production of all goods and services destined for the market, the production of primary (agricultural) products and their further processing for own consumption, the manufacture of capital goods for own use, and the production of other goods for the use of persons that also produce these goods for the market (see Rengers 2004: 1371 f.).



- ‘with an enterprise but not at work’ – persons with an enterprise, be it a business enterprise, a farm or a service undertaking, who were temporarily absent from work during the reference period.

In relation to the ‘currently active population’, the term ‘some work’ is defined as ‘at least one hour’ during the reference period of one week (ILO 1982: 4).

Groups of employed persons who have not yet been accommodated in the schema will now be allocated to a category:

- Persons who were temporarily absent from their job because of illness, vacation, strike, educational or training leave, maternity/ paternity or parental leave, reduction in working time, short-time working, temporary suspension of operations due to a shortage of raw materials or other reasons, are included in the ‘paid employment’ category.
- Persons who produce goods and services for their own consumption are included in the ‘self-employment’ category provided the production accounts for an important share of the total consumption of the household. Contributing family workers are also included among the self-employed.
- Trainees/apprentices who receive payment in cash or in kind are included in the ‘paid employment’ category.
- Students and homemakers who were not in full-time or substantial part-time employment during the reference period but who were, however, economically active in an employee or self-employed capacity, are classified as ‘employed’ and are allocated to the ‘paid- employment’ or ‘self-employment’ category. However, they should be identified separately.
- Members of the armed forces should be included among persons in paid employment.

The ‘unemployed’ group comprises all persons above a specified age (15 or 16 years) who are not included in the ‘employed’ category and who satisfy the following three criteria (ILO 1982: 4):

- they are without work, i.e. are neither in paid employment nor self-employed
- they are currently available for work, i.e. were available for paid employment or self-employment during the reference period
- and they are seeking work, i.e. have taken specific steps to find paid employment or self-employment, irrespective of whether they did so with the help of a public or private agency or on their own.

The third group, the ‘population not economically active’ comprises those persons

- who are still below the specified age of 15 or 16
- and all persons who were neither ‘employed’ nor ‘unemployed’ during the reference week because
  - (a) they were attending a general education school,
  - (b) they were engaged in domestic activities,
  - (c) they were retired or had reached a specified upper age limit, or

- (d) they were not economically active for other reasons such as infirmity or disability (ILO 1982: 5).

The fourth group represents the ‘population not usually active’ (ILO, 1982: 5). This group comprises persons who are neither ‘employed’ nor ‘unemployed’. They include

- students
- homemakers, persons taking care of family members
- pensioners and rentiers
- others who live on public or private transfer payments.

This group also covers

- persons working on an exclusively voluntary basis, and
- those who work less than the specified one hour per week.

The ILO then proposes that the armed forces should be distinguished from the economically active civilian population (ILO 1982: 5).

It also proposes that the analysis of the economically active population should include its classification according to demographic, social and economic characteristics. Moreover, the ‘population currently active’ should be classified according to their usual activity status, i.e. ‘employed’, ‘student’, ‘homemaker’, ‘pensioner’ etc. (ILO 1982: 7).

With regard to classification according to working time, the ILO (Husmanns, Mehran & Verma 1988: 84f.) first distinguishes between the concept of the ‘usual hours of work’ and ‘actual hours worked’, and then differentiates between ‘full-time, part-time and other working patterns’ (Husmanns, Mehran & Verma 1988: 85f.), whereby the definition of ‘full time’ varies from country to country, and ‘part-time’ covers all working arrangements that are less than full time.

### 3.2 Implementation of the labour force concept in national Labour Force Surveys in the EU member states

In 1998, the European Commission decided that all EU member states must conduct an annual Labour Force Survey (LFS) and transmit the data to Eurostat, the statistical office of the European Union. All the EU accession candidates also participate in the LFS, as do three of the four EFTA states. Eurostat has issued an LFS User Guide (2006, 2009) that is presented in Subchapter 6.1 below. Although the User Guide specifies the information that is to be transmitted to Eurostat, each national statistical office is allowed to develop its own questionnaire (see Annex 2 below).

Labour status is measured on the basis of work for pay, profit, or family gain of at least one hour’s duration during a reference week. As the following three examples show, each national statistical office uses its own questionnaire, which renders comparison difficult.

Austria (Statistik Austria 2008) asks about labour status in the Mikrozensus 2008, Version 19 as follows:

“In the week from Monday, ... to Sunday, ... (enter date of reference weeks), did you work for at least one hour as employed or self-employed?

Did you help out as contributing family worker for at least an hour during the week from Monday, .... to Sunday, ...?\*

Definition of contributing family worker: regular contribution to a family member’s business without pay without having any other employment

Yes; No”

In its Continuous Labour Force Survey – 2008, **Belgium** (Statistics Belgium 2008) asks the following questions about labour status:

“Did you do any paid work during the reference week, even if only for one hour? (Attention: unpaid workers for a relative’s business answer ‘no’ here and ‘yes’ at question 2 or 3.)

Yes; No

Did you do any unpaid work for a relative’s business during the reference week?

Yes; No

During the reference week, did you have a job which, for some reason, you were absent from?

Yes; No”

**Slovenia** (Statistical Office of the Republic of Slovenia 2007) measures labour status in the Labour Force Survey 2007 as follows:

“In the past week (Monday to Sunday) did you work at least one hour for pay (in cash or in kind) or profit?

Yes; No

In the past week (Monday to Sunday) did you help on a family farm, in a family enterprise or trade?

Yes; No

Are you employed or self-employed even though you did not work in the past week?

Yes; No”

All three countries start by defining the reference week. However, that is all they have in common.

While Austria asks “... did you work for at least one hour as employed or self-employed?” (besides the one-hour minimum, the emphasis here is on ‘employed or self-employed’), Belgium stresses the one-hour minimum and is not interested in distinguishing between employed and self-employed persons at this stage: “Did you do any paid work during the reference week, even if only for one hour?”

Slovenia emphasises the fact that it must be employment for pay or profit: “... did you work at least one hour for pay (in cash or in kind) or profit?”, and then goes on to

focus on contributing family workers before differentiating between employed and self-employed persons.

The differences are considerable when it comes to the question about professional status, also referred to as ‘employment status’ or ‘status in employment’. These national differences are due on the one hand to the national categories and on the other hand to the fact that each country stresses different sub-populations. This renders comparison difficult, as the three examples show:

**Austria (Statistik Austria 2008):**

“What is your status in employment [professional status]?”

- Salaried worker
- Wage worker
- Civil servant
- Public employee by special contract (Vertragsbedienstete/r)
- Quasi-freelancer (Freie/r) Dienstnehmer/in)
- Self-employed without employees
- Self-employed with employees
- Contributing family worker

Why didn’t you work (in your principal occupation) in the above-mentioned week? Was it mainly because of...

- illness, accident or temporary disability
- statutory leave of absence to care for infant (parental leave)
- annual holidays
- further or vocational education or training
- maternity protection leave (Mutterschutz)
- temporary termination or suspense of employment (other than seasonal unemployment)
- bad weather
- reduced hours for technical or economic reasons
- labour dispute (strike)
- time compensation (e.g. flexitime or annualised hours scheme)
- partial retirement
- other leave permission granted by employer
- seasonal unemployment
- personal and family commitments (e.g. leave to take care of a sick person) other than leave of absence or maternity leave
- other reasons, namely \_\_\_\_\_ “

**Belgium (Statistics Belgium 2008) asks:**

“Which of the following categories describes best your professional status (during the reference week)?

- Private sector - manual ('blue-collar')
- Private sector - non-manual ('white-collar')
- Public sector - permanent position
- Public sector - temporary position
- Self-employed without employees
- Self-employed with employees
- Unpaid family helper

Which of the following situations describes best your professional status [labour status] during the reference week?

- You have a job
- You have found a job, but have not started yet
- You are a pupil / a student / in training
- You are a housewife / a househusband (care for own household)
- You are disabled
- You are unemployed
- You are in non-activity before retirement or enjoying a bridging pension
- You are retired or in early retirement
- Other person without employment”

**Slovenia (Statistical Office of the Republic of Slovenia 2007) asks:**

“In the past week you were:

- Employee in an enterprise or organisation
- Employee at an individual private entrepreneur (artisan)
- Employee at a farmer [sic]
- Employee at a freelance [sic]
- Worker in own enterprise
- Individual private entrepreneur (artisan)
- Farmer
- Freelance
- Unpaid family worker on a family farm, in a family enterprise or trade (without receiving wages)
- Performing contract work
- Performing cash in hand work
- Working via a student employment office
- Working via public works

Are you:

- Employed, self-employed or unpaid family worker on a family farm, in a family enterprise or trade
- Unemployed
- Pupil, student
- Homemaker
- Retired person
- Unable to work (illness, disability)
- other”

In addition to labour status and professional status, the following variables are measured:

- occupation on the basis of ISCO codes (although some countries employ national classifications and then recode them into ISCO using a more or less exact correspondence table)
- the employment arrangements, i.e. working time (full time, part time on an hourly basis, number of working hours) and job permanency (permanent, temporary, seasonal)
- second job
- reasons why the respondent is not available for work.

### 3.3 Implementation of the labour force concept in the censuses

While the Labour Force Surveys focus specifically on employment, only a few employment-related questions are asked in national censuses (see Annex 1 below).

As a rule, these questions relate to:

- labour status
- employment arrangements
- professional status, and
- occupation.

The following comparison of the Austrian and Bulgarian census questionnaires reveals how close and yet how incomparable their labour status categories (including the categories for persons who are not economically active) are.

Statistik Austria (2001), census on 15 May 2001, personal data sheet:

“You are (multiple answers are possible, e.g. retired and marginally employed on a part time basis):

- gainfully employed full time (32 and more hours a week)
- gainfully employed part time (12 to 31 hours a week)
- marginally employed part time (1 to 11 hours a week)
- seeking gainful employment for the first time (never gainfully employed before)

- unemployed (was gainfully employed before)
- on parental leave: was gainfully employed before the leave
- on parental leave: was unemployed before the leave
- on compulsory military service or conscientious objector doing non-military service
- looking for home or family
- retirement pension from own gainful employment
- widow's or widower's pension
- pupil or university student
- child not currently attending school
- other means of livelihood (e.g. public welfare, support payments, supported by relatives, rent revenues) \_\_\_\_\_”

Republic of Bulgaria (2001), Population, Housing and Agricultural Holdings Census at 1 March, 2001. Census questionnaire for buildings, dwellings and population:

“Did the person work at 1.03.2001?

- as an employed on the basis of working contract
- as an agricultural producer, producing for the market
- in own business or farm
- as an agricultural producer for his/her own household (not for the market)
- compulsory military service
- did not work

If Yes, person is:

- employer
- self-employed
- employee
- family worker
- member of a co-operative
- agricultural non-market producer
- other \_\_\_\_\_

If No, person is:

- unemployed
- retired
- housewife
- student, not working
- inactive (incl. renter [sic])
- not student (from 8 to 15 years)
- child (up to 8 years)
- other \_\_\_\_\_”

While the Austrian census divides specific categories such as employed persons into sub-categories, in Bulgaria they are regarded as a block. And in the case of persons who are not economically active, Austria focuses on their means of livelihood, whereas Bulgaria records only groups. A comparison of the categories used by the two countries is possible only if categories on both sides are pooled (which calls for some interpretative assumptions) thereby losing out on information.

### 3.4 Implementation of the labour force concept in Eurostat surveys

The European Community Household Panel (ECHP) is a panel survey conducted under the auspices of the European Commission in a total of 14 EU member states between 1994 and 2001. Not only were the topics to be covered predefined, but also the questionnaire itself. Hence the survey instrument was input-harmonised (see Subchapter 5.1.2 below).

In the last wave of ECHP in 2001 (European Commission, 2000) respondents were first asked

- whether they had a job with a working time of at least 15 hours per week even if they were not pursuing that job at the time. Hence the ECHP did not record employment as defined by the ILO. Work was not measured in relation to a reference week and only work above the marginal-employment threshold was recorded. Employment of at least 15 hours per week is a substantial part-time job.

Respondents were then asked

- to describe their present occupation, which was coded according to ISCO-88 (ILO 1990),
- to indicate the main activity of the local unit of the business or organisation where they worked, in order to classify the enterprise according to NACE (Statistical Office of the European Communities 2008), and
- to state the number of employees for the purpose of determining the size of the local unit, and to indicate whether it belonged to the public or private sector.

In a third block of questions, respondents were asked

- how many hours a week they usually worked
- the type of employment contract they had, and
- the term of their contract.

The fourth topic dealt with the supervision of personnel and whether the respondent had any say in the pay or promotion of these employees. The fifth topic was related to current working time, the reasons for working part-time, and absences during the reference period. The sixth topic covered a possible second job. The activity was coded according to ISCO and the working time was recorded. And finally, the ECHP being a repeat survey, the respondents were asked whether there had been any changes in their activity during the previous year.



Although the ECHP attached great importance to determining the economic situation in the respondent's household, the only employment-related questions asked were those necessary and meaningful for the description of the person's social standing. Being a social survey, the ECHP could not be used to calculate GNP, but it did serve to determine respondents' socioeconomic status. Nor can it be compared to the Labour Force Survey, the implementation of which was decided in 1998.

After the 2001 wave, the ECHP was terminated. It was followed in 2004 by the European Union Statistics on Income and Living Conditions (EU-SILC), which was launched in 13 member states. Because the EU-SILC (European Commission 2000a) survey is output-harmonised (see Subchapter 5.1.2 below), the questionnaire is not predefined. Instead, participating countries are given a description of the primary target variables to be measured (Commission Regulation 1983/2003). Hence, as in the case of the Labour Force Survey, each national statistical office has the freedom to adapt the questionnaire to its own needs and preferences. Because we have already demonstrated in the case of the Labour Force Survey how the individual national questionnaires differ from each other, we will forgo repeating the exercise here. Instead, we will focus on whether or not SILC implements the ILO concept and how it measures labour status and professional status. Annex 3 below contains the European Commission's EU-SILC guidelines.

Like the ECHP, the EU-SILC is not interested in recording short-term or temporary jobs, for example student holiday jobs. Instead, employment is defined as full-time or part-time work of at least six months duration.

- The questions begin with the respondents' own perception of their main activity at present.
- There follows the definition of 'work' as being at least one hour of work for pay or profit in the reference week, a definition that is central to the ILO concept.
- The respondents are then asked about their professional status, the job they pursue (coded according to ISCO ) and the number of hours they usually work each week.
- A further question relates to the hours worked in a second or third job.
- As in the case of the ECHP, respondents are then asked about their employment contract and whether they supervise others.
- After being asked about the number of years spent in paid employment, a second reference period, the 'income reference period' [the twelve months preceding the date of the interview] is introduced. The activity status of the respondent in each month during this period is recorded.

Although the EU-SILC asks about 'work' in the sense of at least one hour's work for pay or profit in the reference week, it defines employment as full-time or part-time work. After obtaining a description of the occupation on the basis of a few key aspects, the preceding twelve months are highlighted as a further reference period and the main activity status in each month is recorded.

Whereas in the ECHP employment was measured more from a social science perspective, the EU-SILC's perspective is more labour-market oriented.

## 4 Measuring labour status in social science surveys

To gain an insight into the way in which labour status is measured in the social sciences, we shall take a look at three studies: the European Social Survey (ESS), the International Social Survey Programme (ISSP), and the European Values Study (EVS).

The European Social Survey (2002) asks about the labour status of four persons:

- The block of questions about labour status begins with a question about the labour status of the respondent during the previous 7 days.
- If respondents are not employed, they are asked if and until when they held a paid job in the past.
- If they are employed, their professional status is recorded. If they are self-employed, they are asked how many employees they have; if they are in paid employment, they are asked what type of contract they have.
- Those currently or previously employed are asked about the number of employees in the company or organisation, whether they supervised others, and the extent of their job autonomy. The questions that follow relate to the contracted and the actual working hours, the description of the job in accordance with ISCO, and the allocation of the enterprise to an economic activity on the basis of the NACE classification.
- The measurement of the respondent's labour status concludes with a question about periods of unemployment.
- The questions that follow focus on the respondent's spouse or partner. First, the labour status is determined; then the occupation is coded according to ISCO. If the person is self-employed, the labour status question is followed by a question about the number of employees. If the person is in paid employment, they are asked whether they supervise others. Finally, the number of hours worked is recorded.
- The third and fourth persons are the father and mother of the respondent. Their highest level of educational attainment and their labour status when the respondent was 14 years of age is recorded; whether the father or mother supervised other employees at the time; and what type of job they had. However, this job is not coded according to ISCO. Instead, a scale comprising 8 categories is used.

Since the ESS is conducted with a predefined questionnaire, and a methodologically controlled translation of the blueprint into the languages of the participating states is provided, it can be assumed that the stimuli remain comparable across countries. The survey was modified only slightly between the 2002 and 2008 waves.

In contrast to the ESS, the International Social Survey Programme (ISSP) is output harmonised in the sense that it is a programme comprising blocks of questions on a specific theme that are incorporated into national surveys. As a result, demographics is ISSP's weak point because it has little influence on the socio-demographic questions that the national surveys employ. For several years now, an ISSP Demographic Methods Group has been in existence. It issues an annotated list of socio-demographic variables, and requests participating countries to implement them. In this way, the ISSP socio-demographic variables implemented by the participating countries should be compara-

ble, at least in the more recent surveys. However, as recurring topics represent a time series of cross-sections, a comparison of the socio-demographic variables over time – and at earlier points in time across countries – should be viewed with caution and controlled during the analysis.

In line with the recommendations of the ISSP Demographic Methods Group (2009), the ISSP now collects the following data:

- currently, previously, or never in paid employment
- hours worked weekly
- professional status
- if self-employed: number of employees
- if an employee: supervision of other employees; number of employees supervised
- whether the employer is a for-profit, non-profit, public, or private organisation
- occupation coded into ISCO
- labour status.

With the exception of the questions about the number of employees and the number of colleagues supervised, the same questions are then asked in relation to the respondent's spouse or partner.

The ISSP Demographic Methods Group provides background information on every variable. This information begins with a description of what is to be measured and who is to be asked. A definition of the variable follows. The categories to be measured are listed and a sample text for the formulation of the question is provided. Moreover, instructions for coding and classification are given. Where necessary, a concluding commentary is added. The recommendations of the Demographic Methods Group (ISSP 2005) have been binding for some years now. Hence, by now the – output-harmonised – data quality should be comparable to that of the current statistics issued by Eurostat.

The European Values Study (EVS) was conducted for the first time in 1981 and is repeated every 9 years. The most recent wave was conducted in 2008 in 46 European countries. The EVS has revised its socio-demographic variables after each wave. As in the case of the ISSP, the EVS currently has a methods group that is responsible for data quality. This group issues recommendations for the measurement of socio-demographic background variables.

In the first wave, the EVS (1981) collected the following employment and occupational data:

- labour status; if employed, indicate whether full-time, part-time, or self-employed
- occupation, open question
- professional status in 12 categories
- Is the respondent the chief wage earner? If not, the first three questions should also be asked with regard to the chief wage earner.
- number of employees in “your department or part of your organisation”
- socio-economic status of the respondent, coded by the interviewer on the basis of the respondent's occupation.

The third wave of EVS (1999) asked the following employment and occupation-related questions:

- labour status; if employed, indicate whether full-time, part-time, or self-employed
- if employed: supervision of other employees; if yes, how many?
- number of other people working in the organisation
- if self-employed: number of employees
- occupation coded according to ISCO-88;
- occupational class category, 12 categories
- length of unemployment
- Is the respondent the chief wage earner? If not, is the chief wage earner currently employed?
- occupation of the chief wage earner coded according to ISCO-88
- professional status of the chief wage earner, 12 categories
- socio-economic status of the respondent, assessed by interviewer.

The fourth wave of the EVS (2008) asked the following employment and occupation-related questions:

- labour status; if employed, indicate whether full-time, part-time or self-employed
- employed or self-employed in the last job
- occupation in current and previous job coded according to ISCO-88
- if self-employed: number of employees
- if employed: supervision of other employees; if yes, how many?
- labour status of spouse or partner
- last job held by spouse or partner; employed or self-employed
- spouse or partner's current occupation coded according to ISCO-88
- if spouse or partner is self-employed: number of employees
- if spouse or partner is employed: supervision of other employees; if yes, how many?
- respondent: number of months unemployed during the last five years;
- father's employment when the respondent was 14 years old
- father's occupation according to ISCO-88;
- if father was self-employed: number of employees;
- if father was employed; supervision of employees, if yes: how many?

Nowadays, the EVS collects the data needed to determine the socio-economic status of the respondent, the respondent's spouse or partner, and the respondent's father. Basically, only labour status, occupation and key information for the determination of professional status are measured. The only other variable measured is the duration of unemployment. Since the EVS, like the ESS, is independent of other surveys, most of the socio-demographic variables measured at one point in time should be comparable to a large extent.



## 5 What must be taken into account when harmonising occupation and labour status?

As early as the 1960s, it had become clear that measurement problems occur in cross-national comparative studies. As Bendix (1963: 532) noted, “Comparative sociological studies represent an attempt to develop concepts and generalisations at a level between what is true of all societies and what is true of one society at one point in time and space.” The key question in the late 1960s and the early 1970s was whether or not social phenomena observed in different social systems were comparable (Przeworski & Teune 1970: 11). At this early stage of cross-national comparative survey research, it was assumed that systematic errors were due to

- the measurement method
- differences in social and political systems, and
- translation from one language to another and from one culture to another.

### 5.1 The process of harmonisation: harmonisation is not translation

As Przeworski and Teune (1970: 96-97) point out, “direct measurement is based on definitions by fiat. ... Direct measurement requires that the language of measurement be common to all observations, reflect relationships among the phenomena observed, and be consistently applied.” Direct measurement by means of a survey calls for a questionnaire that is understood equally by all those who are confronted with it. The first step in the solution of this problem was to overcome the language barrier.

#### 5.1.1 The procedure for the translation of attitude variables

With time, researchers recognised that functional equivalence was called for. They learnt how to try to attain face validity<sup>4</sup> through a process of repeated translation. In the 1970s, content validity was achieved through a process of translation and back translation. Content validity was deemed to have been achieved when none of the content of a question or an item was lost in translation. With regard to functional equivalence, Przeworski and Teune (1970) urged that both comparative indicators and national indicators be taken into account in cross-cultural research. Nowadays, more differentiated techniques are used. The project consortia that conduct the major cross-national comparative surveys are aware of the problems and have produced various guidelines for the translation process, the most important of which are the European Social Survey (ESS 2002) and the U.S. Bureau of the Census (2004) translation guidelines.

The detailed translation guidelines developed by the European Social Survey (ESS, Round 2: 15-16) can be regarded as trend-setting. Each country produces its own version or versions of the source questionnaire by translating it into the languages used as first

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4 “Face validity requires that the measure appears relevant to your construct to an innocent bystander, or more specifically, to those you wish to measure” (Rymarchyk 2005).

language by 5 percent or more of the population. The work is performed by a team made up of translators, reviewers and adjudicators.

- The translators – there should be two of them – translate the source questionnaire into their first language independently of each other. They should be proven experts in their field and have received training in translating questionnaires.
- The reviewers should have at least as good translation skills as the translators. Moreover, they should be very familiar with the principles of questionnaire design and construction, and with the content and goals of the survey in question. If one person with these skills cannot be found, then at least two people should cover the different aspects.
- The adjudicator is responsible for the final decision about which translation variant should be adopted. Preferably, the adjudicator should reach his or her decision in cooperation with both the translators and the reviewers. However, consultation with the reviewer(s) is obligatory. The adjudicator must a) be familiar with the research question, b) have a knowledge of survey design, and c) be proficient in the languages in question and familiar with the two cultures (unfortunately, the latter skill is not explicitly required by the ESS).

The U.S. Census Bureau (2004; see also Pan & de la Puente 2005) also follows the ESS guidelines. However, it has inserted a pretest after translation and before revision. The translation process comprises five steps:

1. Prepare for the conducting of the translation by training the necessary experts and setting down the rules to be followed.
2. Translate in one direction in accordance with the guidelines.
3. Pretest the translation: “Translated questionnaires should be tested as thoroughly as questionnaires designed for one context, and most of the techniques used for testing monolingual questionnaires are equally relevant for testing translated questionnaires. ... Attention should also be paid to any culturally anchored visual components” (Harkness 2003: 41).
4. Revise the translation: “Translation team members reconvene after results from the pretest are available to discuss revision to both the source language and target language document based on pretest results” (U.S. Census Bureau 2004).
5. Document all steps and decisions during the translation, pretest and revision stages up to the point where the final version of the questionnaire is completed.

### 5.1.2 Harmonisation of socio-demographic variables

Translation reaches its limits when it comes to socio-demographic variables because the categories of the national education systems are just as untranslatable as the idiosyncrasies of the national labour markets. Hence socio-demographic variables have to be harmonised.

Harmonisation is not the linguistic transfer of words and sentences from one language to another. Rather, it entails the development of common standards in order to compare

socio-demographic indicators from one culture or country with those of another culture or country. Underlying these socio-demographic and socio-economic indicators are cultural concepts on the one hand, and national structures predefined by organisations, traditions and laws on the other.

A number of different harmonisation techniques are employed in cross-national comparative survey research. Basically there are three main approaches: input harmonisation, output harmonisation (Hoffmeyer-Zlotnik & Wolf 2003a), and an intermediate form known as *ex ante* output harmonisation (Günther 2004).

Input harmonisation is oriented towards internationally accepted standards such as definitions, concepts, aggregations, and classifications. It uses these standards, which are shared by all the participating countries or cultures, to collect the data. “All survey countries use precisely the same survey procedures in an ideal case. Country-specific particularities are only permissible where they are indispensable” (Information Society Technologies 1999: 1). This means that the categories used for the comparison are also employed during the data collection stage. Input harmonisation is always *ex-ante* harmonisation. One prime example of input harmonisation is the International Standard Classification of Occupations, ISCO (ILO 1990a). All the countries that use this instrument collect information about the occupation that the person pursues. Regardless of the country or culture in question, the code to be allocated to the occupation can be found in the ISCO manual. As Hoffmeyer-Zlotnik, Hess and Geis (2004, 2006) have demonstrated in the case of Germany, this instrument can be used for in-field coding. In other words, apart from a small number of cases, retrospective coding is not necessary. However, not all variables for which accepted international standards exist can be applied across countries as easily as this. The International Standard Classification of Education, ISCED (UNESCO 1997) is a case in point (Hoffmeyer-Zlotnik & Warner 2007). Here, the researchers in the various countries interpret the categories in an idiosyncratic way thereby going against the prescribed definitions. Input harmonisation does not use national classifications either because, as a rule, national classifications cannot be applied to another country. Hence, in the case of input harmonisation a methods group must be established prior to the survey. On the one hand, this group specifies the survey instruments to be used, and on the other hand it helps the national teams to implement these specifications appropriately.

In contrast to input harmonisation, output harmonisation uses national classification systems, and harmonisation is carried out *ex post*. As in the case of input harmonisation, the process begins with a definition of what the common indicator is supposed to measure; this definition has been agreed upon by all the participating countries and cultures. Without such an agreement prior to the survey, national instruments are not usually comparable. However, the transfer of data from national classification systems into cross-national comparative classification systems is not carried out until after the survey. Each national group of researchers decides on the most suitable instrument for this purpose. They select the instrument that best measures the indicator, choosing from instruments that have been tried and tested in the country in question. Additional categories may have to be added to the instrument selected. After the survey has been



conducted, the various national classification systems are analysed, and efforts are made to determine what is common to all the participating countries and cultures in order to arrive at a common classification system.

Ex-ante harmonisation, which is located between input and output harmonisation, is oriented towards an international standard such as the International Standard Classification of Education. It entails collecting data with a national instrument in such a way that they can be easily transferred into the international classification system (see the Hoffmeyer-Zlotnik/Warner Matrix of Education, Hoffmeyer-Zlotnik & Warner 2007: 138ff.)

The EU's statistical office Eurostat uses 'target structure harmonisation', a technique that is employed in the Labour Force Survey, for example. Certain key variables are measured in accordance with the strict rules for a harmonised dataset. The remaining variables are measured in accordance with the national researcher team's rules. Hence, controlled comparability is limited to the key variables (Mejer 2003: 70).

## 5.2 Rules of harmonisation

When harmonising variables, researchers should proceed step by step from the concept to the survey instrument:

- The first step in the process relates to the researchers' intentions. They must start by going through the background variables one by one to clarify the purpose for which each variable is required (this is conducive to targeted selection) and what they wish to measure with it (definition of the variable). For example, from a sociological perspective, the labour status variable should not only identify the respondents who are currently economically active but should also ascertain the activity status of all the respondents. This means that for all respondents of working age the group to which they belong (employed, unemployed or economically inactive) and the position they hold in that group must be determined. And, of course, those who are not yet or no longer in the work stage must be assigned a position too.
- The second step involves the identification of the cultural or national concepts underlying the variable in question. Concepts are the result of cultural evolution. However, over time, cultural concepts acquire a very specific meaning as a result of regional and national engagement with philosophical and political thought. As a result, concepts and their political implementation tend to be country-specific. Hence they are often not comparable across countries. Taking 'labour force' as an example, it must be determined what specific forms of employment exist in individual countries and how they can be incorporated into a labour force concept.
- The third step entails the analysis of the structures (e.g. employment programmes) resulting from the implementation of the national concepts. In the case of the labour force variable, employment programmes, for example, are analysed with regard to prerequisites, process and classification.
- In the fourth step, a survey instrument must be selected – if suitable instruments are available. If this is not the case, an instrument that suits the research question must

be developed. This instrument will consist of a question with response categories. It should be valid for national surveys and be suitable for use in cross-national comparative surveys as well. The survey instruments for national surveys are based on national concepts and reflect national structures. To facilitate cross-national comparison, the instrument must be constructed in such a way that it measures the concepts and structures that the various countries and cultures have in common.

- If output harmonisation has been chosen, step five entails harmonising the national survey instruments. In the case of 'labour status' for example, the national categories for employment, unemployment, and economic inactivity are transferred into an internationally acceptable classification system in accordance with the concept of the survey.

In the case of input harmonisation, harmonisation takes place prior to data collection. If input harmonisation has been chosen, a national instrument would not be used but rather an instrument developed in advance of the survey with a classification system that applies in all participating countries.

The product of both input and output harmonisation is a common classification system that, in accordance with the common concept, groups national categories (for example, employment programmes) together in such a way that they are comparable across countries.

Generally speaking, the following eight rules should be observed when harmonising socio-demographic variables in cross-national comparative research (see Hoffmeyer-Zlotnik 2008: 11f.; Hoffmeyer-Zlotnik & Wolf 2003: 405):

1. The researchers participating in a cross-national comparative project must agree on a common definition of each variable they wish to measure.
2. They must ensure that this common definition denotes comparable things in each of the participating countries.
3. For each country, the researchers must analyse the national concepts and structures underlying the variable to be measured. When so doing, each researcher acts as a specialist on his or her own country.
4. For each variable, the researchers must identify the areas of common ground underlying the national concepts and structures.
5. The researchers must come up with a valid indicator (or a set of valid indicators) that depicts both the variable of interest and the specific national manifestations thereof.
6. The researchers must now decide whether the variable of interest should be transferred into a classification system in advance, thereby rendering input harmonisation possible, or whether it should be measured with standard national survey instruments and adapted to a common instrument or classification system after the survey has been conducted (output harmonisation).
7. The researchers must test whether the survey instrument/ classification system they have developed realistically reflects the empirical structures in the participating countries, and whether it corresponds to the logic of the jointly developed definition of the variable to be measured.

8. They must ensure that the average respondents, who live in very different national and social contexts, understand the survey instrument in the manner intended and that they are able to answer the questions.

## 6 What instruments are available?

In the last chapter, we outlined the harmonisation process. Before developing new survey instruments, one must first determine what instruments are already available. The International Labour Organization (ILO) has developed instruments for international surveys of labour force status and for the classification of occupations. Although other useful labour-market-related survey instruments can be found on the ILO website and on Eurostat's metadata server RAMON (Eurostat 2010), we shall focus here on the two aforementioned ILO instruments as they are relevant to the narrowly defined theme of the present publication.

After presenting these two instruments, we shall address the measurement of job autonomy.

### 6.1 Implementation of the ILO labour status concept in surveys

The User Guide issued by the European Commission and Eurostat (2009) gives clear instructions on the way in which employed persons should be identified (see diagram on the next page). The aim is to determine the ILO labour status, of which there are five categories:

1. employed
2. unemployed
3. inactive
4. conscripts in compulsory military service or community service
5. children and young people up to the age of 15 or 16 (depending on the country).

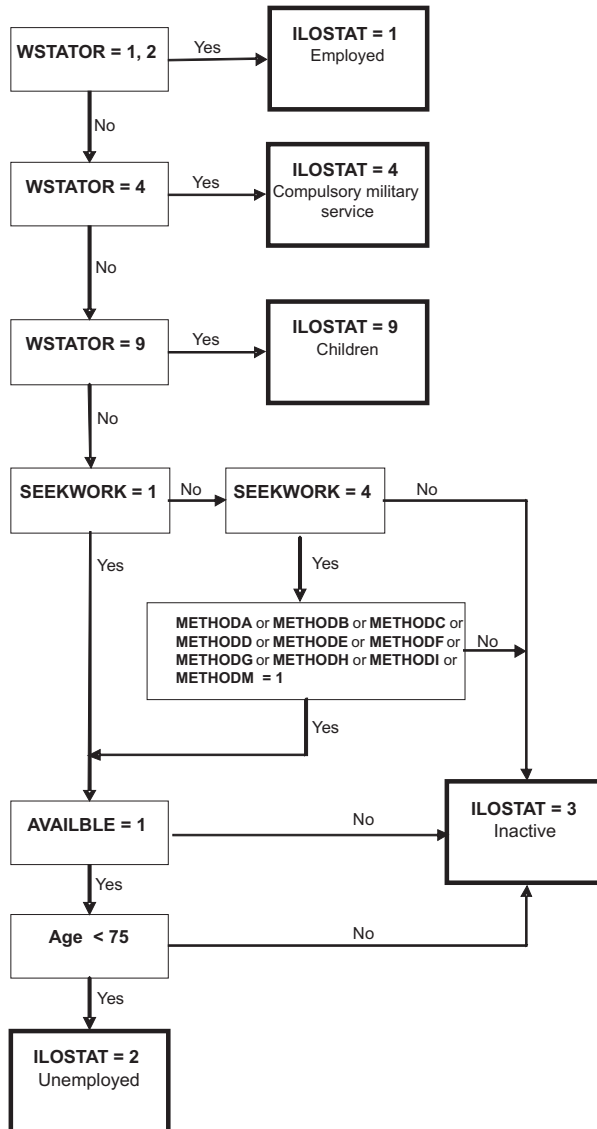
First, the respondents are asked whether they have worked for pay, profit, or family gain for at least one hour during the reference week running from Monday to Sunday. Those who answer “yes” are allocated to category ILOSTAT 1.

Those who answer “no” are asked whether they are a conscript in compulsory military or community service. If the answer is yes, they are allocated to ILOSTAT 4.

If they answer “no”, the interviewer checks whether they are part of the sample, in other words whether they are aged 15/16 or older. If that is the case, they are allocated to ILOSTAT 9.

If that is not the case, the respondent is asked whether he or she has been seeking employment during the previous four weeks. The response options are:

## ILOSTAT: ILO/EU Employment status



Source: European Commission, Eurostat 2009: 52

ILOSTAT = ILO Labour status, WSTATOR = Labour status during reference week

SEEKWORK = seeking work during previous four weeks

AVAILABLE = Availability to start working within two weeks

METHOD A-M = Methods used to find work

1. Person has already found a job which will start within the next three months.
2. Person has already found a job which will start in more than three months.
3. Person is not seeking employment and has not found a job.
4. Person is actively seeking employment.

If response number 1 applies, then the respondent is asked whether he or she is available for work. (Is the person available to start working within two weeks?)

If response number 4 applies, the person is asked about the method used to find work. If one of the methods listed applies, the availability question is asked.

If neither response 1 nor 4 applies, the respondent is allocated to the category ILO-STAT 3 and is regarded as inactive. The same applies to those respondents who are seeking work but are not available to start working within two weeks.

As a last filter before the category ILOSTAT 2 (unemployed), respondents are asked if they are under the age of 75 (the upper age limit is 74).

## 6.2 Classifying occupations with ISCO-88 and ISCO-08

The International Standard Classification of Occupations (ISCO) is an instrument for organising occupations into groups. As Hoffmann (2003: 139) explains, “An occupational classification is a tool for organising all jobs in an establishment, an industry or a country into a clearly defined set of groups according to the tasks and duties undertaken in the job. It will normally consist of two components:

- a descriptive component, which may be just set of titles of occupations and occupational groups, but which usually consists of descriptions of the tasks and duties as well as other aspects of the jobs which belong to each of the defined groups. These descriptions can be said to constitute a dictionary of occupations;
- the classification system itself, which gives the guidelines on how jobs are to be classified into the most detailed groups of the classification and how these detailed groups are to be further aggregated to broader groups. This classification system represents a value set for the variable ‘occupation’, a variable which describes the different tasks and duties of jobs.”

The first instrument was developed in 1957 and was published a year later under the name ISCO-58. A revised edition – ISCO-68 – followed ten years later. It featured 1,506 occupational categories at the fourth level of the aggregation system. The third edition, ISCO-88, represented a complete revision relative to its predecessors and was a much more complex instrument. A new level of aggregation, ‘sub-major groups’, was introduced between the major-group and minor-group levels, and the unit-group level became the fourth and most detailed level in the structure. The number of unit groups increased from 284 to 390 (ILO 1990a).

ISCO-68 (ILO 1969) was designed to serve several purposes. It was intended not only for use by national statistical offices but was also conceived of as an instrument that could be employed in vocational studies, in social mobility studies, and in cross-national comparative research. Therefore particular importance was attached to the lowest level

in the hierarchical structure, which is based on occupational descriptions. By contrast, ISCO-88 (ILO 1990a) was primarily designed for use by national statistical offices. The focus was no longer on differentiation but on structured reduction. Hence the highest level of aggregation, i.e. the first digit, acquired a key structuring role.

ISCO-88 (ILO 1990a) saw the introduction of two new factors – skill level and skill specialisation – to help determine whether occupations are identical or related.

‘Skill level’ refers to the level of skills required to carry out the tasks and duties of the job. The skill-level concept is applied only to the major groups, the highest level in the hierarchical structure. Following the International Standard Classification of Education (ISCED)(UNESCO 1997), ISCO-88 distinguishes between four relatively broad categories of educational attainment. All that counts here is the existence of a particular certified level of knowledge and skill. In other words, the certificate is what matters.

‘Skill specialisation’, on the other hand, refers to the “type of knowledge applied, tools and equipment used, materials worked on or with, and the nature of the goods and services produced.” (ILO 1990a: 4).

Even though, as a rule, more than one occupation is allocated to a particular unit group, the authors of ISCO-88 (ILO 1990a: 4) regard the unit-group level as being more meaningful than the occupational-category level in ISCO-68 because “in different national circumstances, the delineation between occupations will to a large extent depend on the size of the economy and the level of economic development, the level and type of technology, work organisation and historical circumstances.” (ILO 1990a: 4). Hence ISCO-88 is an instrument designed with national statistical offices in mind.

Table 1: Classification structure of ISCO-88 and links to skill levels

Major groups	Sub-major groups	Sub-groups	Unit groups	Skill level
1: Legislators, senior officials and managers	3	8	33	--
2: Professionals	4	18	55	4th
3: Technicians and associate professionals	4	21	73	3rd
4: Clerks	2	7	23	2nd
5: Service workers and shop and market sales workers	2	9	23	2nd
6: Skilled agricultural and fishery workers	2	6	17	2nd
7: Craft and related trades workers	4	16	70	2nd
8: Plant and machine operators and assemblers	3	20	70	2nd
9: Elementary occupations	3	10	25	1st
armed forces	1	1	1	--
Totals	28	116	390	

(ILO 1990a: 3)

At the same time, however, ISCO-88 is not only a meaningful but also an important instrument for the social sciences because the unit groups can be mapped into a differentiated prestige or socio-economic status scale. For more information on ISCO-88, see

Hoffmann (2003); the classification system can be found via the ISCO homepage or on Eurostat's metadata server RAMON (Eurostat 2010); and for a definition of the individual categories, see ILO (1990a).

ISCO-88 (COM) is a common European variant of ISCO-88 developed by Eurostat for use within the European Union. It is derived from and closely aligned to ISCO-88. According to Elias and Birch (1994:1), "ISCO 88 (COM) represents the culmination of a series of lengthy and detailed investigations in the twelve countries of the EU, combining the knowledge of experts in occupational classification in each country with practical considerations for coding occupational information collected by census and survey techniques and addressing the requirement for an EU-wide standard. It should not be regarded as a different classification from ISCO-88, but rather it is the result of a coordinated effort by National Statistical Institutes to implement ISCO-88 for census and survey coding purposes."

The main problems that Europeans had with ISCO-88 related to:

- the distinction between corporate managers of large enterprises and general managers of small enterprises
- the treatment of occupations in public administration, and
- the classification of agricultural occupations (cf. Elias & Birch 1991: 5).

A version of the latest update of ISCO, ISCO-08 (ILO 2009a) has been available since 2009. Although it was still in the final-draft stage when the present publication went to press, ISCO-08 will be employed by the national statistical offices of the EU member states when coding the 2010/2011 census data for submission to Eurostat. The reasons for updating ISCO-88 were as follows:

- It was getting on in years. Hence, while the concept of the instrument could remain unchanged, an update was necessary.
- There were general problems relating to the adaptation of ISCO-88 to national structures.
- Social change had left its mark on occupation structure, for example in the area of IT occupations.
- It was necessary to adapt ISCO to the revised version of the International Standard Industrial Classification of all economic activities (ISIC).

In 2004, the ILO outlined the main revisions of ISCO-88:

- "New categories of jobs that warrant separate groups in ISCO will be introduced at the appropriate level in the classification structure.
- Existing groups that no longer warrant separate identification will be combined with other occupational groups or deleted, as appropriate.
- Existing definitional descriptions will be redrafted." (ILO 2004).

The hierarchical structure of the 10 major groups remains unchanged. The number of sub-major groups has been increased from 28 to 38; the number of minor groups has increased slightly, from 116 to 125; the number of unit groups has risen from 390 to 433.



The groups that underwent the greatest differentiation were the ‘professionals’, whose number has risen from 55 to 89, and the ‘service and sales workers’ groups, which have increased from 25 to 33. By contrast, the ‘plant and machine operators and assemblers’ experienced a dramatic reduction, dropping from 70 to 42 groups (ILO 2007).

### 6.3 Measuring job autonomy

The Job Autonomy Scale is a crude instrument that can be used to generate a socio-economic status variable with five occupational class categories (cf. Hoffmeyer-Zlotnik 2003).

In order to determine job autonomy, the person’s professional status must first be identified. This variable differentiates between persons who are

- self-employed (this category is subdivided into farmers, academic liberal professionals, and self-employed workers in commerce, trade, industry, and services)
- employed as blue collar or white collar workers, or
- contributing family workers.

In a second step, the farmers, academic liberal professionals, and other self-employed workers are differentiated according to enterprise size. In the case of farmers, differentiation is done on the basis of the area under cultivation, while the criterion for the other groups is the number of employees.

- Employed persons are differentiated according to the degree of autonomy and level of complexity of their jobs. There are five categories here:
  1. unskilled and/or semi-skilled manual workers (for example, waiters, machine operators, assemblers, truck drivers, warehouse workers, window cleaners, farm labourers, fishermen, nannies)
  2. persons in undemanding, routine jobs (for example, salespersons, typists, butlers, clerical workers, skilled farm workers, miners, skilled craftspersons, skilled machine and plant operators)
  3. persons who carry out demanding tasks independently in accordance with general instructions (for example, bookkeepers, bank officials, case officers, kindergarten teachers, customs officials, technical draughtspersons, watchmakers, photographers, electrical plant fitters)
  4. persons who independently perform demanding tasks in a responsible job or who have limited responsibility for other employees (for example, municipal administrators, operations managers, heads of department, sales managers, research associates, midwives, librarians, teachers, pilots, police inspectors)
  5. persons with far-reaching leadership tasks and decision-making powers (for example company directors and general managers, scientists, architects, doctors, judges, school inspectors, members of the armed forces from the rank of colonel upwards).

- Agricultural enterprises are classified according to size. Small farmers are assigned to Category 2, medium-sized farmers are allocated to Category 3, and farmers who run large farms of 1,000 hectares and more are assigned to Category 5.
- Members of the academic liberal professions are assigned to Category 5.
- Self-employed craft workers, traders and service providers who run a small business are allocated to Category 3; those with a medium-sized family business go into Category 4; large enterprises are assigned to Category 5.
- Contributing family workers are allocated to Category 3.

The five job autonomy categories can be assigned occupational prestige scores, for example on Treiman's Standard International Occupational Prestige Scale (see Ganzeboom & Treiman 2003: 176-191).

*Table 2:* Occupational class categories by autonomy of action

Autonomy of action	Occupational class categories	Prestige SIOPS
1 – low	unskilled, semi-skilled, manual work	6-32
2 –	undemanding, routine jobs + small farmers	33-41
3 –	demanding tasks following general instructions + medium-sized farmer + manager micro-enterprise + contributing family workers	42-50
4 –	independent tasks in responsible job, limited responsibility for personnel + management of small and medium-sized enterprises	51-63
5 – high	far-reaching leadership tasks and decision-making powers + academic liberal professionals + big farmers + management of large enterprises	64-78

Group 1, with SIOPS scores between 6 and 32, mainly covers low-prestige manual jobs with very low autonomy of action.

Group 2, with SIOPS scores between 33 and 41, comprises employed persons with a low level of job autonomy, especially those engaged in production and services, as well as the entire range of traditional crafts from the manufacture of food stuffs to fabric, wood, and metal processing.

Group 3, with SIOPS scores between 42 and 50, includes jobs that call for a secondary school leaving certificate and involve a limited degree of responsibility.

Group 4, with SIOPS scores of between 51 and 63, comprises employed and self-employed jobs that call for a university degree or a degree from a university of applied sciences but are not high prestige.

Group 5 starts at a SIOPS score of 64 and covers self-employed academics and persons at management level with far-reaching leadership tasks and decision-making powers.

The Job Autonomy Scale is not intended to replace the International Standard Classification of Occupations (ISCO). It very roughly groups together the Standard International Occupational Prestige Scale (SIOPS) categories. However, because the resulting groups

can be meaningfully interpreted, the instrument can be used to generate a rough classification of occupations according to prestige, educational input and financial output.

Besides their aforementioned utility value, the occupational class category data from which the Job Autonomy Scale is derived have another advantage: when ISCO coders are assigning an ISCO code to a job, information on the occupational class frequently helps them to obtain a more precise occupation description. Moreover, the allocation of the respondent to a social class (see Subchapter 6.4 below) is often impossible without information about their professional status.

## 6.4 Prestige and status scales

The most important internationally applicable scales of prestige and socio-economic status are:

- the Standard International Occupational Prestige Scale (SIOPS) originally constructed by Treiman (1977)
- the International Socio-Economic Index of Occupational Status (ISEI) constructed by Ganzeboom, De Graaf, Treiman und de Leeuw (1992)
- the Enhanced EGP Class Categories, devised by Erikson, Goldthorpe and Portocarero (1979) (see also: Erikson & Goldthorpe 1992); they were implemented empirically by Ganzeboom, Luijkx und Treiman (1989).

To implement these scales, it is necessary to ascertain the respondent's occupation, which is usually done by coding it according to ISCO. If a rough assessment of occupational prestige suffices, the Job Autonomy Scale can be used instead.

Wolf (1995) and Ganzeboom und Treiman (2003) provide a comparison of the various prestige and status scales.

### 6.4.1 Treiman's Standard International Occupational Prestige Scale (SIOPS)

In the 1970s, Treiman (1975, 1977) set about constructing a standardised occupational prestige scale that could be used as an instrument for cross-national comparative measurement. The standardised prestige scale that he constructed assigns a score to every known occupation in a country, and that score is the same for every society. The underlying assumption here is that occupational prestige hierarchies are invariant over space and time (Treiman 1977). Hence the standardised prestige scale facilitates a valid estimate of the occupational prestige hierarchy in every country.

The Standard International Occupational Prestige Scale (SIOPS Scale) was generated from empirical data collected in 60 countries – from post-industrialised societies to agricultural societies. Hence, the scale is said to be equally applicable in developing countries and post-industrial economies, provided it is differentiated enough. However, if the country in question is not market-oriented, as is the case in socialist countries, popular evaluation of occupations differs, and so too does the occupational hierarchy. In such cases, Treiman's prestige scale cannot be validly applied. Moreover, if the perceived social importance of the production of goods undergoes upward revaluation, and

services go down in people's estimation, this changes the way occupational titles are evaluated and gives rise to an occupational prestige hierarchy that deviates from the SIOPS scale (cf. Geis & Hoffmeyer-Zlotnik 1991). The use of a cross-national comparative occupational prestige scale can also be problematic in traditional agricultural societies where the stratification system prevailing in industrial and post-industrial societies does not apply.

#### 6.4.2 Ganzeboom et al.'s International Socio-Economic Index of Occupational Status (ISEI)

In 1992, Treiman's prestige scale was followed by another international social stratification scale, the Standard International Socio-Economic Index of Occupational Status (ISEI scale) constructed by Ganzeboom, De Graaf, Treiman and de Leeuw (1992). This instrument does not measure occupational prestige but rather socio-economic status. The occupation variable is combined with the expected mean income and the requisite education and training level for the occupation in question. The ISEI was constructed on the basis of the education, occupation and income data of some 74,000 men in full-time employment between the ages of 21 and 64 (Ganzeboom et al. 1992: 13f.). The data were derived from a total of 31 studies in 16 different countries.

In contrast to Treiman, the authors of the ISEI index were not guided by the assumption that every occupation has a status that can be evaluated and ranked in relation to other occupations. Instead, one idea behind the scale was that each occupation calls for a certain level of education and commands a certain level of income. On the technical side, the index is linked to the ISCO unit groups, which are rescaled on the basis of education and income level. However, while the authors took the ISCO 'skill levels' into account when constructing the index, they did not incorporate them directly (Ganzeboom & Treiman 1996).

#### 6.4.3 Erikson, Goldthorpe und Portocarero's Class Categories (EGP)

This nominal typology combining occupation with information on occupational status was originally designed specifically for use in British studies. In a comparative study of three countries, Britain, France, and Sweden, Erikson, Goldthorpe and Portocarero (1979) developed it into a standard for cross-national comparison. The current version of the classification was developed by Erikson and Goldthorpe (1992) within the framework of the CASMIN project (described by Brauns, Steinmann & Haun 2000). The variables needed to construct class positions are 'occupation' (coded according to ISCO for cross-national comparison purposes) and 'professional status' (self-employed, employed, contributing family workers).

Because Erikson, Goldthorpe and Portocarero did not adequately document the procedures they used, Ganzeboom et al. (1992) generated a standard module to enable EGP to be applied to other datasets. With this module, EGP categories can be derived from ISCO-68. The procedure entails starting with the occupation title as the primary information, mapping it into an EGP category, and using the professional status variable as

a correction step. A simple scheme for professional status (in the terminology of Ganzeboom et al. ‘employment status’) is used that combines a self-employment variable and a supervisory status variable. In the mid-1990s, the EGP scale itself was also modernised by Ganzeboom and Treiman (1996) on the basis of ISCO-88.

The EGP recode presented in Table 3 was carried out within the framework of the CASMIN project on the basis of Erikson and Goldthorpe’s documentation.

Table 3: The EGP Class Categories

Category	EGP 11	Title
I	1	Higher Managerial and Professional Workers
II	2	Lower Managerial and Professional Workers
IIIa	3	Routine Clerical Work
IIIb	4	Routine Service and Sales Work
IVa	5	Small Self-Employed with Employees
IVb	6	Small Self-Employed without Employees
V	7	Manual Supervisors
VI	8	Skilled Manual Workers
VIIa	9	Semi- and Unskilled Manual Workers
VIIb	10	Agricultural Labour
IVc	11	Self-Employed Farmers

Source: Ganzeboom and Treiman 2003: 172.

## 7 What form should an instrument for comparative survey research take?

A review of the instruments developed by the International Labour Organization reveals that the International Standard Classification of Occupations (ISCO) is indispensable. On the one hand, it is the only instrument that can be applied to all industrialised and post-industrialised societies. On the other hand, it is the basis from which the sociological instruments for the measurement of prestige, socio-economic status and class membership are derived. Admittedly, the national statistical offices of a number of countries that are important for comparison purposes continue to code occupations according to national classifications. This is the case, for example, in the EU member states France and Germany, and in the USA. However, for cross-national comparison purposes there is no alternative to ISCO, be it the 1988 version or the 2008 update. Moreover, it is possible to switch from ISCO-88 to ISCO-08 because, in order to preserve time-series comparability, the ILO (2007) has produced a correspondence table.

The ILO's labour force concept is of little use for social science studies because it focuses too heavily on measuring the individual's participation in the labour market with a view to using these data to draw inferences about Gross National Income. Hence, it must be modified for social science surveys because, when drawing stratified samples and weighting survey data, social researchers rely on national statistical office data.

### 7.1 Optional and central elements of the survey instrument

As outlined in Chapter 2 above, the following variables should be measured:

1. Life stages (see Question 2 below):
  - (1) learning stage
  - (2) work stage
  - (3) retirement stage
2. Labour status
  - I Employment
    - (1) full-time employment (employee, self-employed, or contributing family worker)
    - (2) substantial part-time employment (employee, self-employed, or contributing family worker)
    - (3) marginal employment (employee, self-employed, or contributing family worker)
    - (4) employed in a labour market programme
    - (5) casual or irregular employment
    - (6) paid by the employer but not available for work in the enterprise or organisation

- II Not employed but working for pay
  - (1) traineeship, apprenticeship, work placement
  - (2) compulsory military or community service
  - (3) voluntary social year
- III Economically inactive but available for work
  - (1) undergoing retraining
  - (2) unemployed or without work and seeking employment
  - (3) on leave for the purpose of child rearing or caring for incapacitated persons
  - (4) on sabbatical or other leave
- IV Not available for work
  - (1) pupils and students
  - (2) performing domestic tasks, looking after children or other persons
  - (3) retired
  - (4) incapable of work because of disability or on health grounds
- 3. Work arrangements  
If the respondent is a full-timer or substantial part-timer:
  - 3.1 Number of jobs held  
If respondent holds more than one job:
  - 3.2 (1) How many jobs as an employee?  
(2) Self-employed or freelance (as well)?
  - 3.3 How many hours per week does the respondent normally work ?
- 4. Occupation/job
  - 4.1 ISCO
  - 4.2 Job autonomy and occupational class
- 5. If neither a full-timer nor substantial part-timer (see Question 2):
  - (1) marginally employed / in a labour market programme / in casual or irregular employment
  - (2) unemployed or without work and seeking employment
  - (3) on temporary leave from the labour market
  - (4) economically inactive
    - (4.1) persons under the age of 15 or 16 (depending on the age limit in the country in question)
    - (4.2) pupils and students
    - (4.3) undergoing vocational training; on work placement
    - (4.4) compulsory military or community service; voluntary social year
    - (4.5) performing domestic tasks, taking care of children or other persons
    - (4.6) retired
    - (4.7) incapable of work because of illness or disability
- 6. Last full-time or substantial part-time job (ISCO) and/or degree of job autonomy

Upper and lower age limits are defined via the life stages. Because this can also be done indirectly, there is no need to ask a separate question. Labour status classifies the

respondent as currently employed, no longer employed, or economically inactive. Current employment must then be further specified. That means that, especially in the case of those who are not full-timers or substantial part-timers, the category to which they are to be assigned must be ascertained.

Two groups of respondents must be classified according to ISCO: those who are currently employed (self-employed, employee, or contributing family worker) and those who were employed in the past.

## 7.2 Proposal for a survey instrument

The aims of the instrument for the measurement of socioeconomic status and personal labour market situation proposed here are threefold: a) to collect all the information needed to determine respondents' socioeconomic status, b) to capture respondents' personal labour market situation as precisely and comprehensively as possible with the help of a small number of questions, and c) to ensure comparability with the reference data of the national statistical offices by incorporating the ILO's labour force concept.

The proposed survey instrument comprises eight steps:

1. First, we determine whether the respondent is working, and, if yes, how many hours a week (rough categorisation).
2. Then, the labour status of those respondents who are not working or who are marginally employed is ascertained (relatively detailed categorisation).
3. If the target person is unemployed, seeking employment, or undergoing retraining, they are asked if they would be available for work in the short term.
4. In the case of persons in employment – be they full-timers, substantial part-timers or only marginally employed – the type of employment and the number of jobs held are determined. If the respondent has several jobs, the number of hours worked in each job is ascertained. And finally, the normal number of hours worked is recorded.
5. Those target persons who are no longer in employment are asked whether they worked full or part time in the past.
6. In the case of respondents who are currently or were previously in full or part-time employment, a description of their main job is obtained in order to be able to code it into ISCO-88 or ISCO-08. Then, their occupational class category is determined on the basis of job type and the level of autonomy within the job. The final information required in this step is whether the respondent is or was responsible for supervising other employees.
7. Step seven entails finding out whether the respondent is the main earner in the household. If this is not the case, the occupation, occupational class category, and supervisory responsibilities of the main earner must be ascertained. This additional focus on a second person in the household – the main contributor to the household income – is necessary in order to ascertain the household's socioeconomic status because the person with the highest status also influences the status of the other household members.



8. Finally, respondents are asked the question that is central to the ILO labour force concept: “Did you do any work for pay, profit or family gain for at least one hour during the past week?” If the answer is “no”, they are asked to give the reason for this inactivity, even if it was only temporary.

The proposed instrument has been empirically tested in the field (see Annex 5). In addition to measuring the variables needed to capture social status and occupational prestige, it serves to measure the variables that help ascertain respondents' labour status and job situation. Moreover, it is designed to facilitate comparability with the ILO labour force concept which, in turn, allows comparisons with the reference data of the national statistical offices of the EU member states. If all these aims are to be fulfilled, the questionnaire cannot be any shorter.

## The questionnaire:

### 1. Are you currently ....

- 1: employed full time with a weekly working time of 35 hours or more
- 2: employed part time with a weekly working time of 15 to 34 hours
- 3: employed part time or on an hourly basis with a weekly working time of less than 15 hours, or
- 4: not employed?
- 97: Refused
- 98: Don't know.

*INT.: 'Employed' refers to work for pay (wage, salary, fee), profit (in the case of self-employed persons), or family gain (in the case of contributing family workers).*

1, 2 go to question 4

3, 4 go to question 2

97, 98 go to question 30.

---

### 2. Are you currently ...

- 1: undergoing vocational training (apprenticeship, secondary-level vocational school, post-secondary vocational school, school for master craftspersons, third-level vocational college, work placement, trainee programme etc.)
- 2: attending a general education school or a university
- 3: in a retraining programme
- 4: unemployed, seeking employment
- 5: a homemaker (doing housework, looking after children or other persons)
- 6: on maternity or parental leave
- 7: a conscript in compulsory military or community service, doing a voluntary social or ecological year etc.
- 8: in early retirement
- 9: retired
- 10: in the work-free phase of pre-retirement part-time work for older employees
- 12: unable to work because of sickness or disability
- 13: economically inactive for other reasons?... (open response)
- 97: Refused
- 98: Don't know.

3, 4, 97, 98 go to question 3

all others go to question 11

---

3. If you were offered a job today, could you start work within two weeks?

1: Yes.

2: No.

97: Refused

98: Don't know.

If 1 = 4 go to question 11,

if 1 = 3 go to question 4.

If question 1 = 1-3

---

4. If question 1 = 3, then read out the following additional introductory text:

Now, you stated that you work less than 15 hours a week.

Are you ...

1: an employee

2: self-employed or freelance

3: an employee and self-employed or freelance

4: a contributing family worker?

97: Refused

98: Don't know.

1, 97, 98 go to question 5

2, 4 go to question 10

3 go to question 8.

---

5. How many jobs do you have as an employee?

1: One.

2: Two.

3: More than two.

97: Refused

98: Don't know.

If question 1 = 1 or 2 and question 5 = 1, go to question 10.

If question 1 = 3 or 4 and question 5 = 1, go to question 6.

2 go to question 7

3 go to question 11

97, 98 go to question 18.

---

**6. Are you ...**

- 1: marginally employed and work less than half a working day
- 2: marginally employed and work only occasionally
- 3: a seasonal worker
- 4: employed in a (national) labour-market programme such as a job-creation scheme or a 'one-euro job'?
- 97: Refused
- 98: Don't know.

1, 2 go to question 9,  
3, 4, 97, 98 go to question 11.

---

**7. How many hours do you work in each of your two jobs?**

- 1: Both jobs are half a full-time job.
- 2: Only one of the jobs is at least half a full-time job
- 3: Both jobs are less than half a full-time job
- 97: Refused
- 98: Don't know.

1 go to question 8  
2 go to question 10  
3 go to question 9  
97, 98 go to question 18.

---

**8. Do you ...**

- 1: do the same work in both your jobs
- 2: do different work in each job?
- 97: Refused
- 98: Don't know.

If code 2, then tell the respondent: "Please note that the following questions refer to the job that you think has the higher status."

1 go to question 10,  
2 go to question 12,  
97, 98 go to question 18.

---

9. How many hours do you normally work each week?

INT: 997: Refused / 998: Don't know.

Total working hours \_\_\_\_  
(range 0 to 168)

Go to question 11.

---

10. How many hours do you normally work each week?

INT: 997: Refused / 998: Don't know.

Total working hours \_\_\_\_  
(range 0 to 168)

Go to question 12.

---

11. Have you ever been employed full time or part time in the past?

1: Yes.

2: No.

97: Refused

98: Don't know.

1 go to question 12

2, 97, 98 go to question 18.

---

12. What is your main job at the moment / what was your main job in the past?

If you are no longer working, what kind of work did you do in your last main job?

INT: Refused = 97, Don't know = 98

---

12.1 Could you please give me an exact description of the work you do in that job.

INT: Refused = 97, Don't know = 98.

---

12.2 Does that job have a special name?

INT: Refused = 97, Don't know = 98

---

Go to question 13.

---

13. Could you please tell me which of the following categories that job belongs to:

- 1: Academic in a liberal profession
- 2: Self-employed farmer, collective farmer\*)
- 3: Self-employed in commerce, industry, crafts or services, member of a cooperative\*)
- 4: Employee (blue-collar or white-collar worker)
- 5: Civil servant (employed by the State)
- 6: Contributing family worker
- 97: Refused
- 98: Don't know.

1, 3 go to question 15,

2 go to question 14,

4, 5 go to question 16,

6, 97, 98 go to question 18.

\*) in former socialist countries

---

14. How many hectares does your farm have under cultivation?

- 1: Less than 10 hectares (small farm).
- 2: More than 10 hectares (medium to large farm).
- 3: More than 1,000 hectares of agricultural land or forest.
- 97: Refused
- 98: Don't know.

Go to question 18.

---

15. How many employees does your business/ office / practice have?

- 1: No other employees apart from myself.
- 2: Between 1 and 4 employees.
- 3: Between 5 and 50 employees.
- 4: More than 50 employees.
- 97: Refused
- 98: Don't know.

Go to question 18.

---

**16. Which of the descriptions on this card best describes the sort of work you do?**

- 1: You are employed as an unskilled or semi-skilled worker (for example, waiter, machine operator, assembler, truck driver, transport worker, warehouse worker, window cleaner, farm labourer, nanny).
  - 2: You are a skilled worker engaged in routine tasks (for example, salesperson, typist, clerical worker, skilled farm worker, miner, welder, skilled craftsman, skilled machinery and plant operator).
  - 3: You carry out demanding tasks independently in accordance with general instructions (for example, bookkeeper, bank official, case officer, technical draughtsperson, kindergarten teacher, customs official, watchmaker, photographer, electrical plant fitter).
  - 4: You independently perform demanding tasks in a responsible job, or you have limited responsibility for other employees (for example, municipal administrator, operations manager, head of department, sales manager, research associate, midwife, teacher, librarian, pilot, police inspector).
  - 5: You have far-reaching leadership tasks and decision-making powers (for example company director and general manager, scientist, architect, doctor, judge, school inspector, member of the armed forces from the rank of colonel upwards).
- 97: Refused
- 98: Don't know.

1, 2, 3, 97, 98 go to question 18

4, 5 go to question 17

---

**17. Do you supervise other employees?**

- 1: Yes.
  - 2: No.
- 97: Refused
- 98: Don't know.

Go to question 18.

---

18. Who is the main earner in this household?

1: I am.

2: Another household member, namely:

---

(Enter designation for that person.)

97: Refused

98: Don't know.

1 go to question 30,

2 go to question 19,

97, 98 go to question 30.

---

19. What is that person's (the main earner in your household's) main job?

INT: Refused = 97, Don't know = 98

---

19.1 Could you give me an exact description of that job?

INT: Refused = 97, Don't know = 98

---

19.2 Does that job have a special name?

INT: Refused = 97, Don't know = 98

---

Go to question 20.

---

20. Could you please tell me which of the following categories that job belongs to:

1: Academic in a liberal profession

2: Self-employed farmer, collective farmer\*)

3: Self-employed in commerce, industry, crafts, or services, member of a cooperative\*)

4: Employee (blue collar, white collar)

5: Civil servant (employed by the State)

6: Contributing family worker

97: Refused

98: Don't know.

1, 3 go to question 22

2 go to question 21

4, 5 go to question 23

97, 98 go to question 30.

\*) in former socialist countries



21. How many hectares are under cultivation on that person's (main earner in the household's) farm?

1: Less than 10 hectares (small farm).

2: More than 10 hectares (medium to large farm).

3: More than 1,000 hectares of agricultural land or forest.

97: Refused

98: Don't know.

Go to question 30.

---

22. How many employees does that business / office / practice have?

1: No other employees apart from the main earner.

2: Between 1 and 4 employees.

3: Between 5 and 50 employees.

4: More than 50 employees.

97: Refused

98: Don't know.

Go to question 30.

---

23. Which of the descriptions on this card best describes the sort of work that person (the main earner) does?

1: He/she is employed as an unskilled or semi-skilled worker (for example, waiter, machine operator, assembler, truck driver, transport worker, warehouse worker, window cleaner, farm labourer, nanny).

2: He/she is a skilled worker engaged in routine tasks (for example, salesperson, typist, clerical worker, skilled farm worker, miner, welder, skilled craftsperson, skilled machinery and plant operator).

3: He/she carries out demanding tasks independently in accordance with general instructions (for example, bookkeeper, bank official, case officer, technical draughtsperson, kindergarten teacher, customs official, watchmaker, photographer, electrical plant fitter).

4: He/she independently performs demanding tasks in a responsible job or has limited responsibility for other employees (for example, municipal administrator, operations manager, head of department, sales manager, research associate, midwife, teacher, librarian, pilot, police inspector).

5: He/she has far-reaching leadership tasks and decision-making powers (for example company director and general manager, scientist, architect, doctor, judge, school inspector, member of the armed forces from the rank of colonel upwards).

97: Refused

98: Don't know.

1-3, 97, 98 go to question 30,  
4,5 go to question 24.

---

24. Does that person (the main earner) supervise other employees?

- 1: Yes.
- 2: No.
- 97: Refused
- 98: Don't know.

In each case, go to question 30.

---

To all respondents

Only if 18= 2 (transitional sentence) Now let's talk about you again.

30. Did you do any work for pay, profit or family gain for at least one hour last week?

- 1: Yes.
- 2: No.
- 97: Refused
- 98: Don't know.

1, 97, 98 finished.

2 go to question 31.

---

If question 30 = 2

31. What is the main reason why you didn't work (at all) last week?

INT: *Assign spontaneous response to a category – if necessary read out the categories.*

- 01: Short time working for technical or economic reasons
- 02: Labour dispute, strike
- 03: School or vocational education, or further training
- 04: Sickness, accident or temporary incapacity to work
- 05: Maternity leave
- 06: Parental leave
- 07: Vacation
- 08: Compensatory leave (in lieu of overtime pay or within the framework of a working time account)
- 09: Personal or family reasons, child care, caring for household members or family members, sabbatical
- 10: Bad weather
- 11: Other reasons
- 97: Refused
- 98: Don't know.

The End

### 7.3 Application of the instrument

In contrast to all other surveys that are oriented towards the ILO labour force concept, the instrument presented here does not start with the question central to the ILO labour force concept. Instead, it begins by ascertaining in rough time categories whether the respondent is employed in any way. At this stage of the questionnaire, 'employment' is defined as work for pay, profit or family gain. Compared to the ILO concept (which requires a minimum duration of one hour during the period from Monday to Sunday of the previous week), this leaves the respondent more room for a subjective definition. This definitional leeway is not withdrawn until the end of the questionnaire, when – in line with the ILO definition – respondents are asked whether they did any work for at least one hour for pay, profit or family gain during the reference week. If they answer "No", they are asked to state the reason for their inactivity during that period.

The instrument was empirically tested in a pilot study administered on our behalf by the infas Institute for Applied Sciences in Bonn, whom we thank for their support. The order in which the questions are asked does justice to both our aims: first, to collect the data needed to ascertain social status with a variable relevant to the status definition; second, to cover all marginally employed persons in accordance with the ILO labour force concept.

The above battery of questions relating to the respondent's employment situation is so extensive because it was our objective to comprehensively measure the thematic complex 'employment', 'labour status', and 'occupation'. When so doing, we wanted to avoid omitting any dimension of relevance to status determination. Nonetheless, it may well be that other researchers can manage with less information. If so, one way of reducing the time needed to administer the questionnaire would be to forgo asking about the respondent's occupation. This would be an option if a rough classification of job autonomy suffices to answer the research question. However, no further deletions should be made without a pre-test. It is also important to bear in mind, that deleting questions or items can alter the highly complex filters.

If researchers wish to extend the sequence of questions about employment, for example by asking about the sector in which the person works, suitable instruments can be found on Eurostat's metadata server RAMON. One such instrument is Revision 2 of NACE, the Statistical Classification of Economic Activities in the European Community. This instrument has 21 categories at the first level.

With regard to specific labour market measures and working-time thresholds, the version of our questionnaire presented above is oriented towards and was tested in a German context. When implementing it in other countries, it must be adapted to the labour market measures and working-time thresholds that apply there.

Respondents under the age of 15 are not covered by the questionnaire. If the target population includes persons under 15 years of age, the category "I am not 15 yet." with a filter to question 18 should be added to question 1.

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## Annexes

Annex 1: Censuses of the EU-27, Norway, Switzerland, and the USA

Annex 2: Labour Force Survey: 18 examples

Annex 3: Eurostat: ECHP, EU-SILC

Annex 4: Academic Surveys: ESS, ISSP, EVS

Annex 5: Pilot study: questionnaire and frequencies



## Annex 1

### Censuses of the EU-27, Norway, Switzerland, and USA

- Austria, Census 2001
- Belgium, General Socio-economic Survey 2001
- Bulgaria, Census 2001
- Cyprus, Census of Population 2001
- Czech Republic, Census 2001
- Denmark
- Estonia, Population Census 2000
- Finland, Population Census 2000
- France;
- Greece, Population and Housing Census 2001
- Hungary, Population Census 2001
- Ireland
- Italy, Census 2001
- Latvia
- Lithuania
- Luxembourg, General Population Census 2001
- Malta
- The Netherlands
- Norway, Population and Housing Census 2001
- Poland, National Census of Population and Housing 2002
- Portugal
- Romania
- Slovakia
- Slovenia, Census 2002
- Spain, Census 2001
- Switzerland, Federal Population Census 2000
- United Kingdom, Population Census 2001
- United States of America

### Sources:

Census 2000 – forms and related information:

<http://unece.org/stats/census/2000/>

## Organisation of questionnaire items from population censuses around 2000/2001

This annex presents employment-related questions extracted from the national questionnaires or working documents of the population census closest to 2001. We use the following four categories to organise the information

### 1. Labour status

Reference week specification and reference period of the survey are the temporal attributes.

The reasons for non-employment and absence from work are the answer categories. 'pupil', 'student', 'retired' and 'looking after family' are the most frequently cited reasons for economic inactivity.

### 2. Work arrangements

Here, we list the characteristics of the employment contract. The working time (full time, part time) and the job permanency (permanent, temporary, seasonal, etc.) are of interest, as are the contractual working hours.

### 3. Professional status

This section reports the survey instruments used to determine the respondent's professional status. The main categories are blue collar (manual), white collar (non-manual), self-employed, contributing family workers, and others.

### 4. Occupation and economic activity

The data generated by these questions serve to code the respondent's occupational activity into ISCO or a national classification of occupations.

## Austria

Census on 15 May 2001, personal data sheet [Personenblatt]

### Labour status

You are (multiple answers are possible, e.g. retired and marginally employed on a part time basis):

- gainfully employed full time (32 and more hours a week)
- gainfully employed part time (12 to 31 hours a week)
- marginally employed part time ( 1 to 11 hours a week)
- seeking gainful employment for the first time (never gainfully employed before)
- unemployed (was gainfully employed before)
- on parental leave: was gainfully employed before the leave
- on parental leave: was unemployed before the leave
- in compulsory military service or conscientious objector doing non-military service
- looking for [after, H-Z/W] home or family
- retirement pension from own gainful employment
- widow's or widower's pension
- pupil or university student
- child not currently attending school
- other means of livelihood (e.g. public welfare, support payments, supported by relatives, rent revenues)

Work arrangements, see above

### Professional status

professional position:

- skilled worker
- semiskilled worker
- unskilled worker
- apprentice
- white collar worker or contracted worker in public services
- civil servant
- self-employed
- helping in family-business
- under contract for works and services, freelance staff

### Occupation and economic activity

Exact designation of occupation (you are currently in):



## Belgium

General Socio-economic Survey 2001, situation on 1 October

### Labour status

Your current employment situation [labour status]

- I have a fulltime job without sideline job
- I have a fulltime job and one or more sideline jobs
- I have a sideline job
- I have several sideline jobs
- I am retired and have a sideline job
- I had a job but not anymore (unemployment, retired, etc.)

To which category of persons do you belong?

- I am a schoolchild or student
- I have a job (under any statute, including apprentices, even if away from work ill, on holiday, on a career break or temporary laid off)
- I lost or resigned my previous job and now looking for a new job
- I am looking for a job the first time
- I have never worked and >I am not looking for a job

I do not longer work and am no(t) (longer) looking for a new job because of:

- retirement
- early retirement or equal (e.g. detention)
- family social, personal, health or other reasons
- I do not think there is a job available for me (too old, do not have the required qualifications, etc.

Were you doing any work between 1 and 7 October 2001?

- yes
- no

If you have answered NO ..., for what reason(s)?

- flexitime, holiday, paid leave
- temporary work, fixed-term contract, work as a temp
- part-time or technical unemployment
- conflict at the workplace (strike, lock-out)
- illness, accident, temporary incapacity for work, maternity leave, family reasons
- (voluntary) career break unpaid leave
- education, training
- others (please describe)

## Work arrangements

If you are an employee, what kind of work do you do in the framework of your main job, sideline job

- stable contract (have tenure or an employment contract on continuous basis)
- work as temp
- seasonal work
- fixed-term contract
- work as an employment promotion employee (ALE, TCT, ACE, PRIME, FBI, art.123)"
- apprenticeship, work as a trainee or alternating training
- student contract
- casual work (without any formal contract) or other

In the framework of your main job, sideline job

Which working hours do you usually have?

- fixed working hours
- interrupted working hours (e.g. in two blocks: morning and evening)
- staggered working hours (flexitime)
- flexible hours (determined by your employer according to the needs of the service or on request of customers)
- shift system with consecutive shifts
- others (please describe)

Where do you usually work?

- I work at a fixed workplace (office, factory, yard, etc.)
- I have a travelling job and leave from home
- I have a travelling job and leave from elsewhere (station, depot, etc.)
- I work at home (via remote working)
- I work at home (but not via remote working)

## Professional status

Which is (was) your professional statute [status, H-Z/W]?

- civil servants
- civil servants not in the public sector
- managing director, employed
- other employee in the private sector
- worker in the private sector, apprentice
- managing director, self-employed
- self-employed working mainly for one person or company
- other own account worker, liberal profession
- contributing family worker

- household servant or domestic stuff
- other statute (e.g. PWA)
- without statute

### **Occupation and economic activity**

What was the full title of your main job?

(e.g. electrician, accountant, technician, web-designer, etc.)

Describe the rank, title or qualification for your function

(if you are a civil servant, give your level and/or rank)

If you are employer how many people do you pay?

## Bulgaria

Population, Housing and Agricultural Holdings Census at 1 March, 2001. Census questionnaire for buildings, dwellings and population

### Labour status

Did the person work at 1.03.2001?

- as an employed [person, H-Z/W] on the basis of working contract
- as an agricultural producer, producing for the market
- in own business or farm
- as an agricultural producer for his/her own household (not for the market)
- compulsory military service
- did not work

If Yes, person is:

- employer
- self-employed
- employee
- family worker
- member of a co-operative
- agricultural non-market producer
- other

If No, person is:

- unemployed
- retired
- housewife
- student, not working
- inactive (incl. renter [rentier, H-Z/W])
- not student (from 8 to 15 years)
- child (up to 8 years)
- other

Assigned group of disability by medical commission

- none
- I group
- II group
- III group

### **Work arrangements**

Number of months worked during the period 1.03.2000-1.03.2001. For unemployed, number of really worked months [sic]

### **Professional status**

### **Occupation and economic activity**

Occupation (profession). For unemployed persons, data about last employment

## Cyprus

Census of Population 2001

### Labour status

Does ...usually work?

Yes; No

Did ... work last week even for one hour?

Yes; No

What did ... do?

- with a job but happened not to work
- unemployed/looking for a job
- in the army
- at school / university
- housework / care of children
- pensioner
- income recipient
- chronically ill / disabled
- other (specify)

### Work arrangements

How many hours per week does ... usually work?

- number of hours

### Professional status

In his/her job is ...

- self-employed with employees
- self-employed without employees
- employee
- unpaid family worker
- apprentice
- other (specify)

### Occupation and economic activity

What kind of work did ... do last week?

## Czech Republic

2001 Census Questionnaire, Persons

### Labour status

Economic activity

Indicate your group of occupation from the following:

- I group – employed
  - Employees, employer, self-employed
  - Working pensioners
  - Working student and apprentices
  - Women on maternity leave (28 or 37 weeks)
- II. group
  - Unemployed
- III. group – economically not active
  - Not working pensioners
  - Homemakers
  - Others with own means of support
  - Pre-school children and other dependent persons
  - Pupils, students, apprentices

### Work arrangements

#### Professional status

Position in employment [professional status]

- employers, state the number of your employees
- employees in paid employment
- other employees (having contracts, etc.)
- self-employed (including entrepreneurs without employees)
- members of producers' co-operatives
- contributing family workers

Secondary (or another) job

- yes, as self-employed
- yes, other
- no

### Occupation and economic activity

Occupation

State your current occupation as accurately as possible:

## Denmark

Register-based census

Labour status

Work arrangements

Professional status

Occupation and economic activity



## **Estonia**

Population Census 2000

### **Labour status**

Did you work in the above-mentioned week for one hour or more (answer “yes” also in case you were absent from work because of illness, vacation, etc.)?

Yes; No

Which of the following groups do you belong to? (indicate one variant)

- in military service
- student
- homemaker
- unemployed job seeker, ready to start work
- pensioner
- unemployed for other reasons

### **Work arrangements**

#### **Professional status**

What is your employment status [professional status] at your main place of work or with your main employer?

- employee with a stable contract
- other employee
- entrepreneur-employer, farmer with salaried employees
- self-employed person, freelancer, farmer, without salaried employees
- contributing family worker in a family enterprise, farm

Member of a commercial association

#### **Occupation and economic activity**

What is your occupation at your main place of work? / What are your work tasks

## Finland

Statistics Finland 2001: Population Census 2000 Handbook

### Labour status

Main type of activity (LF)

Labour force

- employed
- unemployed

Outside labour force

- 0-14-year-old
- student
- pensioner
- conscript, conscientious objector
- other

Occupational status

- wage earner
- self-employed

### Work arrangements

### Professional status

### Occupation and economic activity

Code according to Statistics Finland's 1997 and 2001 classifications of occupations.

Industry

Code according to Statistics Finland's 1995 Standard Industrial Classification.

Type of owner

- private domestic
- state
- municipality
- Government of Åland
- foreign-owned
- other, unknown

## France

Recensement de la population 1999

### Labour status

Quelle est votre situation ?

- Vous travaillez. Cocher la case et passez au verso (questions 15 à 24) y compris si vous êtes en congé maladie ou de maternité, si vous aidez un membre de votre famille dans son travail ou si vous êtes apprenti sous contrat, stagiaire rémunéré
- Vous ne travaillez pas (ou plus). Cocher la case et répondez aux questions 12 à 14

Etes-vous

- Etudiant (facultés, IUT, grand écoles, etc.)
- Elève (collège, lycée)
- Stagiaire non rémunéré
- Chômeur (inscrit ou non à ANPE)
- Préretraité
- Retraité : ancien salarié
- Retraité : ancien indépendant (agriculteur, artisan, commerçant, etc.)
- Autre (femme ou homme au foyer, personne ne percevant qu'une pension de réversion ou d'invalidité, etc.)

Cherchez-vous un emploi ?

- Vous ne cherchez pas d'emploi
- Vous cherchez un emploi depuis moins de un an
- Vous cherchez un emploi depuis plus d'un an

Avez-vous déjà travaillé?

- Oui : quelle était votre profession principale ?
- Non

### Work arrangements

Travaillez-vous ?

- A temps complet
- A temps partiel : plus d'un mi-temps
- A temps partiel : à mi-temps ou moins

Indiquez votre type de contrat ou d'emploi

- Apprenti sous contrat
- Placé par une agence interim
- CES ou autre emploi aidé (CIE, qualification, emploi-jeune, etc.)
- Stagiaire rémunéré (SIFE, etc.)

- Contrat à durée déterminée (y compris contrat court saisonnier, etc.)
- Titulaire de la Fonction Publique (Etat, locale, hôpitaux)
- Contrat (ou emploi) à durée indéterminée

### Occupational class categories

Indiquez la catégorie professionnelle de votre emploi

- Manœuvre, ouvrier spécialisé (OS1, OS2, OS3, etc)
- Ouvrier qualifié ou très qualifié (P1 à P2, TA, OQ, OHQ, etc.)
- Agent de service, aide soignant(e), employé de maison
- Employé de commerce, employé de bureau, personnel administrative de catégorie C ou D de la Fonction Publique
- Agent de maîtrise dirigeant des ouvriers, maîtrise administrative, commercial, informatique
- Agent de maîtrise dirigeant des techniciens ou d'autre agents de maîtrise
- Technicien, dessinateur, VRP
- Instituteur, infirmier(e), travailleur social, technicien médical, personnel de catégorie B de la Fonction Publique
- Ingénieur, cadre d'entreprise (les techniciens et agents de maîtrise ne devront pas se classer ici, même s'ils cotisent à une caisse de retraite des cadres)
- Personnel de catégorie A de la Fonction Publique et assimilés

### Occupation and economic activity

Profession exercée actuellement. Soyez précis (Ex. électricien d'entretien de robot, comptable d'assurance, technicien chimiste, etc.)

Si vous êtes agent de la Fonction Public de l'Etat ou des collectivités (y compris HLM, hôpitaux public), précisez votre grade (corps, catégorie ...)

## Greece

Population and Housing Census 2001

### Labour status

What was your main occupation [labour status] during the previous week (11 – 17 March)?

- working
- job seeker
- job seeker for the 1<sup>st</sup> time
- pupil or student
- pensioner
- person of independent means
- household activities
- conscript
- other cases (indicate)

If the person has worked even for one hour, check no. 1. Give only one answer

### Work arrangements

#### Professional status

What was your status [professional status] at this job?

- employer
- self-employed
- employee or wage-earner
- assistant in family business

Give only one answer

### Occupation and economic activity

What is or was your profession the last time you worked?

Give a full description (e.g. assistant accountant)

What are or were your main duties and competences at this job?  
(e.g. book-keeping)

## Hungary

Hungarian Population Census 2001

### Labour status

Do you have employees?

- no
- 1-2 person(s)
- 3-9 persons
- 10-19 persons
- 20 and more persons

Did you work in agriculture last year?

- yes, in the whole year
- yes, in part of the year, about: ... days
- no

Did you work occasionally, seasonally or as a contributing family member during the last year?

- yes
- no

### Work arrangements

#### Professional status

What's your status in employment [professional status]?

- employee
- self-employed, sole proprietor
- working owner of a company
- working member of a co-operative
- contributing family worker
- occasional worker
- *közhasznú munkás* [worker in public interest, translated by H-Z/W]

### Occupation and economic activity

What is the name of the main occupation and what activities characterize it?

## Ireland

Central Statistics Office: Census of Population of Ireland, 28 April 2002

### Labour status

How would you describe your present principal [labour] status?

- Working for payment or profit
- Looking for first regular job
- Unemployed
- Student or pupil
- Looking after home/ family
- Retired from employment
- Unable to work due to permanent sickness or disability
- Other, write in

In the week ended Sunday 28 April did you do any work, either full-time or part-time, for payment or profit:

- as an employee,
- as a self-employed/freelance,
- in your own/family business,
- on a Community Employment Scheme or other Employment Scheme?

### Work arrangements

How many hours in total did you work last week?

Hours \_\_\_\_\_

### Professional status

Do (did) you work as an employee or are (were) you self-employed in your main job?

- Employee
- Self-employed, with paid employees
- Self-employed, without paid employees
- Assisting relative (not receiving a fixed wage or salary)

### Occupation and economic activity

What is (was) your occupation In your main job?

In all cases describe the occupation fully and precisely, giving the full job title.

## Italy

ISTAT: 14<sup>th</sup> General Population Census and General Housing Census, 21 October 2001

### Labour status

Indicate whether, during the week preceding the date of the census (from 14 to 20 October, 2001) the person was

- Employed
- Looking for the first employment
- Unemployed (looking for a new job)
- Waiting to begin a job already obtained
- Student
- Looking after home/household
- On national military service or substitute civil service
- Disabled for work
- Other conditions

Indicate whether, during the week from 14 to 20 October, 2001 the person worked one or more hours of paid work, or as contributing family worker

- Yes
- No

### Work arrangements

Indicate the number of work hours during the week of 14 to 20 October

One or more ==> Indicate the number

None ==> Specify why

- Vacation
- illness
- Maternity leave
- Leave of absence
- Income support
- Lack of orders
- Other

Indicate whether the person has a job

- Full time
- Part time

Indicate whether the person has a job for

- Indefinite
- Definite



Indicate the type of work contract

- Work and training contract
- Apprentice contract
- Interim contract
- Other

### Professional status

Indicate whether the person works as

- Employee or other subordinate position
- Entrepreneur
- Professional
- Own-account worker
- Member of producers and/or services cooperative
- Contributing family worker

Indicate if they are paid workers

- Yes
- No

### Occupation and economic activity

Indicate what your work activity consists in [For each answer proposed, in parenthesis there are examples of professions in which these activities are carried out]

Work as labourer or non-specialized service (Farmhand, Janitor, Building labourer, Domestic servant, Mailman, Concierge, Porter, Travelling salesman)

Work on fixed manufacturing systems, machinery, assembly lines or drive vehicles (Fork lift driver, Assembly or electronic equipment, Truck driver, Taxi driver)

Work as special labourer (Mason, Mechanic, Air conditioning technician, Shoemaker, Taylor, Carpenter)

Grow plants and/or raise animals (Farmer, Fruit grower, Cattle breeder)

Sale to the public or provide services to people (Sales clerk, Traffic policeman, Hairdresser, Cook, Waiter, Customs officer)

Work as non-technical office worker (Clerk, Typist, Bank teller, Switchboard operator)

Work in a technical, administrative, sporting or artistic field requiring an average level of qualification (Physiotherapist, Accountant, Electronic technician, Computer technician, Athlete, Elementary school teacher, Sales representative)

Work in an organizational, technical, intellectual, scientific or artistic field requiring high level of qualification (Cardiologist, University professor, Grade school or Secondary school professor, Chemist, Procedural analyst, Researcher)

Direct business or manage the work of complex organizational structures (Businessman, public or private Manager, Head of clinical, Schoolmaster, Merchant)

Work as officer, non-commissioned officer, cadet or volunteer in the Armed Forces – Army, Navy, Air Force, *Carabinieri* (Lieutenant General, Colonel Medical Corp. *Sargent*, *Carabinieri*, *Cadet*)

Indicate the work, profession or job, in as much detail as possible, (for example, Professional Accountant, Senior High School Professor, Truck Driver) avoiding the use of general terms like clerical worker or labourer.

## Latvia

Central Statistical Bureau of Latvia: Population and Housing Census 2000 in Latvia.  
Person's Questionnaire

### Labour status

#### Work arrangements

Reference week: 20 to 26 March 2000

Did you work this week?

- Yes, full time
- Yes, long part time
- Yes, short part time

#### Professional status

- Your status in employment [professional status]:
- Employee
- Employer
- Own-account worker
- Contributing family worker
- Unemployed
- Conscript
- Pension or income recipient
- Student
- Homemaker
- Other status

#### Occupation and economic activity

Your occupation in the enterprise:

---

## Lithuania

Statistikos Departamentas. Lietuvos Gyventojų ir Būstų Surasymas 2001. Questionnaire

### Labour status

Reference week: March 26 – April 01

Are you employed?

- Yes
- No

Are you unemployed?

- Yes
- No

Which of the following unemployed are you?

- Pupil, student
- Pensioner, retired
- Housewife (homemaker)
- Other

### Professional status

Which of the following employed are you?

- Employee
- Employer
- Own-account worker
- Family worker
- Member of producer's cooperative
- Conscript
- Other

What is your occupation, work performed or position?

### Work arrangements

### Occupation and economic activity

Give a short description of your job

## Luxembourg

General Population Census 2001

### Labour status

Other information regarding economic status [labour status]

- working in own household only, including survivor's pension
- jobless and currently seeking employment
- pupil, student
- retired, pensioner (excluding survivor's pension)

What was your previous occupation?

- owner not running their business, person of independent means
- other status. Child not yet attending school, physically or mental disabled, etc.

### Work arrangements

Type of contract

- indefinite contract
- civil servant (government, local, semi-public)
- temporary contract
- other, e.g. apprentice, paid trainee, etc.

### Professional status

Are you currently in employment? You should answer YES if you are helping a member of your family with their work without being paid. Note: A family helper is any respondent who usually helps other member of the household with their work without being paid a normal wage. Family helpers are usually found in agriculture, cottage industries and small commercial companies. It usually involves the company owner's spouse or child, or even their father, mother, brother, sister, uncle, etc.

- Yes
- No

What is your employment status [professional status]?

- unpaid family helper
- farmer
- self-employed non-manual worker, e.g. doctor, lawyer, architect, etc.
- other self-employed, e.g. manufacturer, shopkeeper, craftsman, etc.
- contract apprentice
- manual worker
- international official, e.g. EU

- civil servant or public sector employee
- private sector employee

**Occupation and economic activity**

State your current occupation or profession even if you are still an apprentice or are helping a member of your household with their work. State the exact and complete title of your occupation. Do not write, for example, just “bank clerk” or “factory worker”; specify, e.g. “accountant”, “cashier”, “programmer”, “crane driver”, “locksmith”, etc. Civil servants and military staff should state their grade

## Malta

Census 1995. Censiment Tal-Popolazzjoni U Tad Djar 1995

### Labour status

What was this person doing in the week between the 20th and the 26th November 1995?

Please read the activities list on the opposite page and ENTER the code that applies.

### Work arrangements

This question is intended for persons aged 16 years and over only. In answering this question, choose the alternative from the following list that describes best your activity in the week between Monday the 20th November and Sunday the 26th November 1995.

- 1 = Was working for an employer full time (more than 30 hours a week)
- 2 = Was working for an employer part time (one hour or more a week)
- 3 = Was working for employers on a full-time and part-time basis
- 4 = Was self-employed, employing other people
- 5 = Was self-employed, not employing other people
- 6 = Was self-employed on a full-time basis and working for an employer on a part-time basis
- 7 = Was waiting to start a job he/she had already accepted
- 8 = Was unemployed and looking for a job
- 9 = Was unemployed and not looking for a job
- 10 = Was at school or in other full-time education
- 11 = Was in full-time education and working part time
- 12 = Was unable to work because of long-term sickness or disability
- 13 = Was retired from paid work
- 14 = Was looking after the home or family
- 15 = Was working part-time and looking after the home or family

How many hours per week does the person usually work in his/her full-time and/or part-time job?

### Professional status

### Occupation and economic activity

What kind of work was this person doing in his/her full-time job between the 20th and the 26th November 1995?

## The Netherlands

Register-based census

Labour status

Work arrangements

Professional status

Occupation and economic activity



## Norway

Harald Utne, 2005: The Population and Housing Census Handbook 2001. Statistics Norway Department of Social Statistics.

### Labour status

“Labour force participation [labour status]

The population is divided into three groups: employed, unemployed and persons not in the labour force. Based on the available data and the method that is used, only persons aged between 16 and 74 can be classified as employed or unemployed. Persons under 16 or over 74 are classified as persons not in the labour force in the census.

#### Employed persons

Statistics Norway’s Labour Force Survey (LFS) defines employed persons as persons who performed work for pay or profit for at least one hour in the reference week, or who were temporarily absent from work due to sickness, holidays, paid leave etc. Conscripts are also classified as employed persons. Persons engaged in job training schemes and receiving pay from employers are also classified as employed.

...

For employed persons with more than one job in the census week, one is selected as the main job. Information on place of work (establishment), working hours and status in employment also refers to the main job.

#### Unemployed persons

Unemployed persons are those registered as seeking work at job centres (Aetat), who are employable and available for the work they are seeking, and who have not been employed in the preceding two weeks. Persons engaged in labour market measures are not regarded as unemployed. ...

#### Persons not in the labour force

This group comprises persons who are neither employed nor unemployed in the census week” (Utne, 2005: 17 f.).

### Work arrangements

#### Professional status

“Status in employment [professional status]

This variable distinguishes between salaried employees and the self-employed and refers to the main job. Salaried employees also comprise joint owners of limited companies and other companies with limited liability. Self-employed are persons running a business on their own account (alone or with others).

According to the international recommendations for population and housing censuses, a third group should also be distinguished: family workers (family members with no fixed

salary in a family-owned enterprise). It is not possible to identify this group in Census 2001 and other register-based statistics” (Utne, 2005: 17).

### **Occupation and economic activity**

#### **“Occupation**

Attempts were made in Census 2001 to obtain occupation by means of register data. The data basis for 2001 was not satisfactory and this variable has not therefore been included in Census 2001. However, the register-based labour market statistics for 2003 are expected to cover information on occupation” (Utne, 2005: 45).

## Poland

National Census of Population and Housing 20 May 2002 and National Agricultural Census 2002

### Labour status

Did you perform any work providing earnings or income or did you help without pay in family business?

- yes
- you temporarily didn't work due to illness, vacation, lay-off, strike, etc. but you have a job (did not concern contributing family members) in the reference week (from May 13<sup>th</sup> to May 19<sup>th</sup>)
- no
- lack of response (concerns persons staying abroad)

### Work arrangements

#### Professional status

Were you employed during the reference week as (concerns the week from May 13<sup>th</sup> to 19<sup>th</sup>):

- full-time paid-employee
- part-time paid-employee
- employer
- own-account worker (without employees)
- agent (in all kinds of agencies)
- member of agricultural production co-operative
- contributing family worker
- clergyman/woman

### Occupation and economic activity

What is your occupation. Please specify name of the performed occupation or position or describe main performed activities

Do you perform any additional job

- yes
- no

Are you a holder of an agricultural farm (plot) or are you a member of a household with an agricultural farm (plot) holder?

- yes, you are a holder of an agricultural farm / plot of ... (the size of farm or plot)
- yes, you are a member of a household with a farm holder
- no

Please give the number of month worked in your agricultural farm (plot) within the last 12 months?

## Portugal

Instituto Nacional de Estatística: Census 2001. Individual Questionnaire

### Labour status

In the week of 5-11 March, DID YOU WORK, even if for only 1 hour, and receive payment for this work?

- Yes
- No
- YOU DID NOT WORK in the week 5-11 March because:
  - On holidays, temporary illness, licence [lay-off, H-Z/W], etc.
  - Permanently unable to work
  - Unemployed
  - Retired
  - Student
  - Homemaker
  - Other reason

### Work arrangements

Indicate the usual number of hours you work each week in the occupation you stated:

- 1 4
- 5 14
- 15 29
- 30 34
- 35 39
- 40 44
- 45 or more

### Professional status

Indicate the status in employment [professional status] in the occupation:

- Employer
- Own-account worker
- Employee
- Contributing family worker
- Compulsory military service
- Member of a producer's co-operative
- Other situation

## Occupation and economic activity

What is your main occupation?

---

What are the main tasks you perform in the occupation?

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## Romania

Romanian National Institute of Statistics: Romania Population and Housing Census 2002. PL Form. Person's Dwelling

### Labour status

The economic [labour] status of the enumerated person at the census moment (the week March 11 – 17, 2002)

- Employed
- Unemployed
  - seeking another place of work
  - first-time job-seeker
- Pupil/ Student
- Pensioner
- Homemaker
- Dependent of a supporter
- Dependent on public aid or private organization supporters
- Other statutes (income from rents, interests, leasing, other sources)

### Work arrangements

Time usually worked for current main activity during the reference period:  
Number of worked hours

### Professional status

Status of employment [professional status]:

- Employee (engaged)
- Employer, private enterprise owner
- Own account worker
- Member of an agricultural company/ co-operative
- Contributing family worker to the own household
- Other situation

### Occupation and economic activity

## Slovakia

Statistical Office of the Slovak Republic: Population and Housing Census 2001. Personal Form

### Labour status

The economic activity

- Working (except of pensioners)
- Apprentice
- Secondary school student
- University student
- Person on maternity leave
- Home keeping
- Pensioner
- Unemployed
- Child up to 16
- Other

### Work arrangements

Periodicity of journey to work or to school

- Daily
- Other than daily
- None

### Professional status

Social group

- Employee working for wage, salary, other kind of remuneration
  - in state enterprise (budgetary organization or contribution organization, state share company or other organization owned by the state)
  - in private enterprise (at company, at tradesman)
  - in agricultural cooperative or other cooperative organization
  - at other employee
- Member of production cooperative
- Entrepreneur (partner, tradesman) with employees
- Entrepreneur (partner, tradesman, own account agricultural worker, liberal profession) without employees
- Helping (non-paid) household member in the family enterprise
- Other non-specified



## Occupation and economic activity

Write down the work or function

---

## Slovenia

Census of Population, Household and Housing in the Republic of Slovenia in 2002, Census Questionnaire for Persons

### Labour status

What is your current activity status [labour status]?

- Employed
- Self-employed
- Farmer
- Child, pupil, student
- Pensioner
- Contributing family member (on a farm, family enterprise)
- Unemployed
- In the national military service
- Homemaker
- Unable to work due to old age, disease, disability
- Serving a term in prison
- Other

### Work arrangements

### Professional status

### Occupation and economic activity

## Spain

Census 2001

### Labour status

In which of these situations were you in last week? (please mark all corresponding categories)

- Receiving some type of education (even in nurseries, academies, companies.)
- Employed (worked at least 1 hour) or temporarily absent from work
- Unemployed person, seeking first job
- Unemployed person who has worked previously
- Collecting a permanent disability or invalidity pension
- Collecting a widow's or orphan's pension
- Collecting a retirement or pre-retirement pension
- Carrying out voluntary social work
- Needing help for basic activities (personal hygiene, dressing, moving about)
- Undertaking or sharing the tasks in my home
- Other situation (children without schooling, those living from investments)

### Work arrangements

How many hours do you usually work a week? Do not include overtime, holidays, time off ...

### Professional status

Which was your professional situation [status]?

Entrepreneur, professional or self-employed worker

- who employs personnel
- who does not employ personnel

Employee, employed by others

- permanent or indefinite
- temporary, for a specific project,...

Other situations

- Family Assistance
- Member of co-operatives

## Occupation and economic activity

Which was your occupation last week?

ATTENTION: This question does NOT refer to qualifications (degree, PhD), or professional situation (civil servant, entrepreneur) nor labour category (officer, trainee), but to the type of work performed. Find it in the list of occupations and note the corresponding heading (letter and number):

If you cannot find your exact occupation or have queries regarding the category selected, please write it below:

- U Builder and other workers in construction or mining
- U1 Construction or mining labourer
- U2 Bricklayer, minor
- U3 Works chief, foreman, in charge
- U4 Painter, wallpaper layer
- U5 Plumber, heating engineer
- U6 Carpenter (wood, metal)
- U7 Electrician
- U8 Plasterer, woodworker, iron worker
- U9 Floor layer, toiler, glazier, thatcher
- 0 Truck drivers, distributors, taxi drivers and other drivers
- 01 Truck driver
- 02 Taxi driver, car or van driver
- 03 Bus driver
- 04 Distributor by motorcycle, messenger
- 05 Tractor driver
- 06 Locomotive driver
- 07 Heavy machinery driver/operator
- C Health personnel
- C1 Hospital orderly
- C2 Nursing auxiliary (clinic, domicile)
- C3 ATS, qualified nurse
- C4 Doctor (any specialty), dentist
- C5 Veterinary
- C6 Pharmacist
- C7 Assistant to pharmacist, veterinary, dentist
- C8 Optician, physiotherapist, chiropodist, speech therapist
- D Teaching personnel
- D1 Primary or child education teacher
- D2 Secondary teacher
- D3 University professor
- D4 Special education teacher

D5	Vocational technical trainer
D6	Private teacher; education inspector
M	Domestic or cleaning service; cooks and waiters
M1	Domestic service, assistance
M2	Office or hotel cleaning staff
M3	Waiter
M4	Cook
M5	Street cleaner, refuse collector
A	Owners or directors of small establishments (less than 10 employees)
A1	The firm is own establishment or has less than 10 employees
A2	The firm has 10 or more employees (e.g. director of a bank branch)
N	Clerks, sales personnel and commercial agents
N1	Clerk
N2	Cashier, box office clerk, lottery seller, coupons
N3	Travelling salesperson
N4	Tele-salesperson
N5	Representative, traveller, medical visitor
N6	Insurance, travel, purchase, stock market agents
K	Administrative employees dealing directly with the public
K1	Telephonist, receptionist, travel agency employee
K2	Postal worker, library employee, survey interviewer
K3	Auxiliary dealing directly with the public
L	Other administrative employees
L1	Office secretary, administrative
L2	Bank auxiliary, accounting administrative
L3	Administrative auxiliary not attending public as main task
L4	Store employee, chief of station
T	Farmers, livestock breeders, fishermen and their workers
T1	Labourer in agriculture, livestock or fishing
T2	Farmer, gardener, horticulturalist
T5	Fishermen, breeder of aquatic species
T6	Livestock breeder, shepherd; forestry worker
R	Defence and security
R0	Armed Forces
R4	National police, autonomous or municipal
R5	Civil guard
R6	Confidential security guard; private guard
R7	Fire fighter, forestry guard
W	Specialized industrial worker; craftsman, mechanic, repair technician, welder
W1	Mechanic, machinery adjuster

W2	Electrical repair technician
W3	Workshop chief, metal machinery chief
W4	Auto body worker, welder, cast iron worker
W5	Locksmith, blacksmith, die-stamper, polisher
Z	Worker in mechanized industrial production; assembly worker
Z1	Industrial product assembler
Z2	Industrial robot operator
Z3	Fixed machinery operator: ovens, press, saw, milling, weaving, canning
Z4	Production chain worker
X	Craft worker; worker in traditional industry
X1	Preparation of food, drinks or tobacco
X2	Tailor, cobbler, carpet maker
X3	Graphic arts, developer, frame maker
X4	Ceramics or glass craft worker
X5	Wood, leather, textile craft worker
X6	Cabinet maker, basket maker
B	Managers of public administrations or firms of 10 or more employees
B1	Executive or legislative branch; manager of public administrations (up to sub-manager)
B2	President or director-general
B3	Head of department of the firm's main activity
B4	Head of other department (e.g. accounting)
F	Professionals in law, social sciences and arts
F1	Accountant with short course degree ( <i>titulado medio</i> ); social graduate
F2	Accountant with full degree ( <i>titulado superior</i> )
F3	Lawyer, prosecutor
F4	Tax or labour market adviser, notary, registrar
F6	Psychologist, sociologist, interpreter, translator
F7	Writer, journalist; actor, painter, musician
F8	Social assistant; social worker
H	Information technology specialist and scientific technician
H1	Systems analyst or equivalent
H2	Applications analyst or equivalent
H3	Information technology programmer or operator
H4	Data recorder
H5	Draughtsman, technical designer
H6	Laboratory technician, electronics, chemicals
H7	Quality control technician, security
H8	Photographer, camera or sound technician
J	Other occupations associated with intermediate or higher studies
J1	Technical or superior engineer

- J2 Architect, quantity surveyor
- J6 Tax inspector or other occupation pertaining exclusively to public administration, Group A
- J7 Subinspector of taxes or other occupation pertaining exclusively to public administration, Group B

If you do not find your occupation on the list, or have doubts, please return to the questionnaire and write it in the space provided.

## Switzerland

Federal Population Census 2000, 5 December 2000

### Labour status

Occupation: present situation. Please tick everything that applies.

“In employment” means persons who work one hour or more a week against payment, who work in a family business without payment, who are currently ill, on paid maternity leave or military service but are otherwise in employment. Casual jobs should also be counted. Apprentices should select both “in employment” and “undergoing training”. The appropriate number of hours must be given for both categories.

- In(full-time) employment  
average number of hours a week: \_\_\_\_\_
- In (part-time) employment (at least one hour a week)  
average number of hours a week: \_\_\_\_\_
- several part-time jobs  
average number of hours a week: \_\_\_\_\_
- unemployed
  - not in employment but seeking a job
  - not in employment but future job guaranteed
  - not employed and not looking for a job
- undergoing training (school, studies, apprenticeship)  
average number of hours a week: \_\_\_\_\_
  - retired, pension beneficiary (old-age, disability, etc.)

Work in home/family, voluntary work (several replies possible).

- Including child care, nursing relatives and disabled persons in the same household  
work in own household  
average number of hours a week: \_\_\_\_\_
- “Voluntary” means unpaid or only partly reimbursed work, e.g. caring for / nursing persons outside one’s own household with charitable or church organizations, youth and environmental-protection organizations, interest groups, sport or cultural clubs, political parties, public office, etc.  
voluntary work  
average number of hours a week: \_\_\_\_\_
- no such activity

### Work arrangements



### Professional status

What is your current professional status? Indicate your main job (select just one reply)

- self-employed without employees (own business, free-lance)
- self-employed with employees (own business, free-lance)
- relative employed in family business
- employed as
  - apprentice (indentured or not)
  - employee in own corporation (e.g. stock corporation)
  - manager, executive employee, senior civil servant
  - middle or junior level e.g. office manager, section head, branch manager, group ..... manager, workshop foreman, foreman
  - white-collar worker, blue-collar worker, trainee
  - other position, namely: \_\_\_\_\_

### Occupation and economic activity

What is your present occupation? Wherever possible, indicate the exact title of your job. Your reply should clearly indicate the precise nature of your work, e.g. "METAL GRINDER" (instead of just "GRINDER"), "SHOP ASSISTANT, SHOES (instead of "SHOP ASSISTANT"), "CLERK" (instead of "EMPLOYEE"), MANAGER, FINANCIAL SERVICES" (instead of "MANAGER"), "CLERK OF COURT" (instead of "LL.B"), ARTIST/ PAINTER (instead of "PAINTER/DECORATOR"), "PRIMARY TEACHER" (instead of "TEACHING").

## United Kingdom

Population Census 2001

### Labour status and professional status

Last week, were you doing any work: as an employee, or on a government sponsored training scheme, as self-employed/freelance, or in your own/family business?

- “Yes”, if away from work ill, on maternity leave, on holiday or temporarily laid off. “Yes” for any paid work, including casual or temporary work even if only for one hour.
- Yes
- No

Last week, were you any of the following?

All the boxes that apply

- Retired
- Student
- Looking after home/family
- Permanently sick/disabled
- None of above

Do (did) you work as an employee or are (were) you self-employed?

- Employee
- Self-employed with employee
- Self-employed without employee

Do (did) you supervise any other employees?

A supervisor or foreman is responsible for overseeing the work of other employees on a day-to-day basis.

Yes; No

### Work arrangements

#### Occupation and economic activity

What is (was) the full title of your *main* Job? For example PRIMARY SCHOOL THEACHER, STATE REGISTERED NURCE, CAR MECHANIC, TELEVISION SERVICE ENGINEER, BENEFITS ASSISTANT. Civil servants, Local Government Officers – give job title not grade or pay band:

Describe what you do (did) in your *main* job: \_\_\_\_\_

## United States of America

U.S. Department of Commerce Bureau of the Census. United States Census 2000. Form D-2

### Labour status

Last week, did this person do any work for either pay or profit? Mark the “Yes” box even if the person worked only one hour, or helped without pay in a family business or farm for 15 hours or more, or was on active duty in the Armed Forces.

- Yes
- No

Last week, was this person on layoff from a job?

- Yes
- No

Last week, was this person temporarily absent from a job or business?

- Yes
- No

### Work arrangements

During the weeks worked in 1999, how many hours did this person usually work each week?

Usual hours worked each week \_\_\_\_\_

### Professional status

Was this person

- Employee of a private-for-profit company or business or of an individual, for wages, salary, or commissions
- Employee of a private not-for-profit, tax-exempt, or charitable organization
- Local government employee (city, county, etc.)
- State government employee
- Federal government employee
- Self-employed in own not incorporated business, professional practice, or farm
- Self-employed in own incorporated business, professional practice, or farm
- Working without pay in family business or farm

## Occupation and economic activity

What kind of work was this person doing?

(For example: registered nurse, personnel manager, supervisor of order department, auto mechanic, accountant)

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What were this person's most important activities or duties?

(For example: patient care, directing hiring policies, supervising other clerks, repairing automobiles, reconciling financial records)

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## Annex 2

### Labour Force Survey: 18 examples

- Austria
- Belgium
- Bulgaria
- Cyprus
- Czech Republic
- Estonia
- Finland
- Germany
- Greece
- Hungary
- Italy
- Luxembourg
- Norway
- Poland
- Slovenia
- Spain
- Switzerland
- United Kingdom

### Sources:

National core questionnaires from the Labor Force Surveys 2008: [http://circa.europa.eu/irc/dsis/employment/info/data/eu\\_lfs/LFS\\_CORE\\_National\\_Questionnaires/index\\_LFS\\_CORE\\_Questionnaires\\_by\\_years.htm](http://circa.europa.eu/irc/dsis/employment/info/data/eu_lfs/LFS_CORE_National_Questionnaires/index_LFS_CORE_Questionnaires_by_years.htm)

## Organisation of the selected questionnaire items from Labour Force Surveys 2008

Note: The ‘no-answer’ categories (‘don’t know’, ‘refusal’, ‘not applicable etc.’), offered to the respondents are not shown in the following extracts from the national questionnaires.

The data presented in this annex are taken from the national questionnaires or working documents for the data collection of the Labour Force Survey 2008. We use the following six categories to summarise the information

### 1. Labour status

Reference week specification and reference period of the survey are the temporal attributes.

The question wording lists two criteria measuring labour force status: a) worked for at least one hour during the reference week and b) for pay, profit or family gain.<sup>1</sup>

### 2. Main job

The survey instruments obtain the information to code the respondent’s main occupational activity into ISCO-88 or a national classification of occupations.

### 3. Work arrangements

The characteristics of the employment contract are listed here. The work time (full time, part time) and the job permanency (permanent, temporary, seasonal, etc.) are of interest, as are the contractual working hours.

### 4. Professional status

This section reports the survey instruments used to determine the respondent’s professional status. The main categories are blue-collar (manual), white collar (non-manual), self-employed, and contributing family workers.

### 5. Second job

Here we present the opening question in the questionnaire’s section on additional jobs.

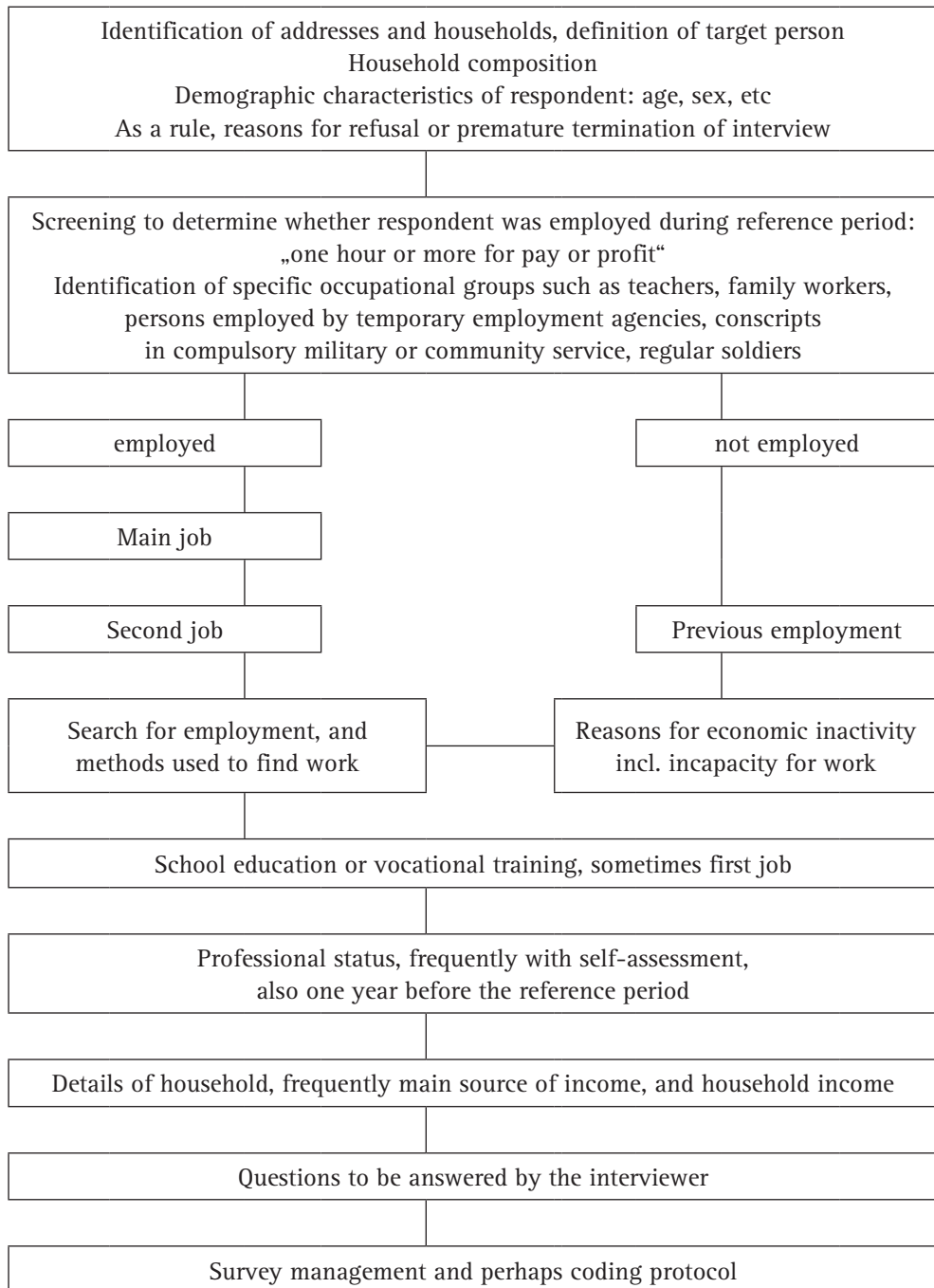
### 6. Economic inactivity and incapacity for work

Most of the questionnaires list the reasons for absence from work as answer categories. The most frequently cited reasons for inactivity are “pupil”, “student”, “retired”, and “looking after family”.

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<sup>1</sup> Additional criteria are the respondent’s search strategies to find work, the respondent’s registration at a public employment office, and items describing his/her availability for future work.

## General flowchart for the Labour Force Surveys





## Austria

Micro-census 2008, Version 19, individual questionnaire, 2nd quarter 2008, first interview

### Labour status

In the week from Monday, .... to Sunday, .... (enter date of reference weeks) , did you work for at least one hour as employed or self-employed?

Was it in your principal occupation?

- Yes
- No

Do you have any other gainful employment which you didn't engage in during the week from ... to .... (enter date of reference weeks) due to annual holidays, partial retirement or any other reason, or were you on parental leave?

- Yes
- No

Did you help out as contributing family worker for at least an hour during the week from Monday, .... to Sunday, ...?

(Definition of contributing family worker: regular contribution to a family member's business without pay without having any other employment.)

- Yes
- No

Though not engaging in work on a continuous basis, one may still be engaged in paid activities which add to one's income. Did you engage in such activity in the week from ... to ... (enter date of reference week)?

- Yes
- No

Are you engaged in an ongoing employment, i.e. are you entitled to return to your former place of work?

Self-employed please answer 'No'!

Yes; No

### Main job

What is your occupation (exact name)? \_\_\_\_\_

### Work arrangements

Do you work part-time or full-time?

R01 - part-time

R02 - full-time

How many hours did you effectively work in your principal activity in the week from ... to ... (enter date of reference week), including overtime and additional hours, deducting hours of absence if applicable, not including lunchtime breaks of 30 minutes or more? (Apprentices do not include hours spent at vocational school)

### Professional status

What is your status in employment [professional status]?

- Salaried worker
- Wage worker
- Civil servant
- Public employee by special contract (Vertragsbedienstete/r)
- Quasi-freelancer (freie/r Dienstnehmer/in)
- Self-employed without employees
- Self-employed with employees
- Contributing family worker

Can you qualify such activity?

- Apprenticeship
- Elementary activity (manual)
- Semi-skilled worker
- Skilled worker
- Fore(wo)man/Technician
- Apprenticeship
- Elementary activity (other)
- Middle level
- Higher level
- High qualification
- Managing position

Can you qualify such activity?

- Apprenticeship
- Elementary activity (manual)
- Semi-skilled worker
- Skilled worker
- Fore(wo)man/Technician
- Apprenticeship

Can you qualify such activity?

- Small-sized farmer
- Medium sized farmer
- Large-sized farmer

- Liberal professions
- *Neue Selbständige* (freelancers)
- self-employed (commerce, trade and industry)

## Second job

In the week from ... to ... (enter date of reference week), were you engaged in another economic activity apart from your principal occupation?

- Yes
- No

## Economic inactivity and incapacity for work

(Were you looking for an additional or a different job in the week referred to?)

Why not?

- Because you are retired
- Because of further/vocational education and training
- Because of other personal or family commitments (managing a household)
- Because you are taking care of children or adults in need of care
- Because of illness or disability
- Because you have already found new work
- Because you are waiting for results from previous initiatives to find work
- Because in your opinion there is no adequate work for you
- Because you will return to your old workplace
- For other reasons, namely

Why didn't you work (in your principal occupation) in the above-mentioned week? Was it mainly because of ...

- R01 - illness, accident or temporary disability
- R02 - statutory leave of absence to care for infant (parental leave)
- R03 - annual holidays
- R04 - further or vocational education or training
- R05 - maternity protection leave (Mutterschutz)
- R06 - temporary termination or suspense of employment (other than seasonal unemployment)
- R07 - bad weather
- R08 - reduced hours for technical or economic reasons
- R09 - labour dispute (strike)
- R10 - time compensation (e.g. flexitime or annualised hours scheme)
- R11 - partial retirement
- R12 - other leave permission granted by employer
- R13 - seasonal unemployment

R14 - personal and family commitments (e.g. leave to take care of a sick person) other than leave of absence or maternity leave

R15 - other reasons, namely

Does the interruption of your work last for more than a total of 3 months?

- Yes
- No

Are you receiving continued pay from your employer amounting to at least half of your salary?

Self-employed please answer 'No'!

In case of partial retirement, answer 'Yes'

- Yes
- No

Since when have you been on special leave? Women please DON'T include the maternity protection period, which is usually eight weeks before and eight weeks after childbirth.

- Since when (month)?
- And since what year?

## Belgium

Continuous Labour Force Survey – 2008, first and second quarter, personal questionnaire

### Labour status

Did you do any paid work during the reference week, even if only for one hour? (Attention: unpaid workers for a relative's business answer 'no' here and 'yes' at question 2 or 3.)

- Yes
- No

Did you do any unpaid work for a relative's business during the reference week?

- Yes
- No

During the reference week, did you have a job which, for some reason, you were absent from?

- Yes
- No

During the reference week, were you in full career break or on full leave from work (time credit system) and registered as such with the public employment agency?

- Yes: - full career break (or time credit) not exceeding 3 months
- Yes: - full career break (or time credit) for more than 3 months
- No

Do you have a responsible job, in other words, do you supervise other personnel?

- Yes
- No

Were you already absent for more than 3 months during the reference week?

- Yes
- No

Did you receive half or more than half of your wage during that absence?

- Yes
- No

### Main job

Which is your main job or occupation? (Please give an accurate description.)

## Work arrangements

You have ...

- a permanent job (i.e. a work contract of unlimited duration or a permanent appointment)
- a temporary job

You have a temporary job:

a) It is ...

- an interim / fill-in job
- a job at a local employment agency (ALE / PWA)
- a training scheme / an apprenticeship
- a student job (with a student contract)
- a temporary contract for a given job
- another temporary contract (please indicate)
- an odd job without formal contract ....

Which is the duration of your present contract?

- Shorter than 1 month
- Longer than 3 years
- Between 1 and 36 months (please indicate how many months)

Do you work full-time or part-time in your main job?

- Full-time
- Part-time

To what percentage of a full-time job does yours correspond?

- Percentage \_\_\_\_\_

## Professional status

Which of the following categories describes best your professional status (during the reference week)?

- Private sector - manual ("blue-collar")
- Private sector - non-manual ("white-collar")
- Public sector - permanent position
- Public sector - temporary position
- Self-employed without employees
- Self-employed with employees
- Unpaid family helper

Which of the following situations describes best your professional status during the reference week?

- You have a job
- You have found a job, but have not started yet
- You are a pupil / a student / in training
- You are a housewife / a househusband (care for own household)
- You are disabled
- You are unemployed
- You are in non-activity before retirement or enjoying a bridging pension
- You are retired or in early retirement
- Other person without employment

### Second job

Did you have a second job during the reference week (even though you did not practise it)?

### Economic inactivity and incapacity for work

During the reference week, were you in a position of non-activity before retirement, enjoying a bridging pension, retired or in early retirement?

- Yes: - in non-activity before retirement
- enjoying a bridging pension
- in early retirement
- retired
- No

Why are you not looking for employment (in spite of your desire to have a job, if possible), or do you not want a job?

(Main reason.)

- You are in education / training
- You are awaiting the results of previous job searches
- You think there is no job
  - in the immediate surroundings
  - because you are not properly qualified / trained
  - because you are too old
  - because you are too young (inexperienced)
  - for other reasons
- You are temporarily not able to work due to illness
- In order to care for children or incapacitated persons ...
  - because suitable care services for children are not available or affordable

- because suitable care services for ill, disabled or elderly are not available or affordable
- because suitable care services for both children and ill, disabled or elderly are not available or affordable
- for other reasons
- Other personal or family reasons
- Other reasons (please indicate)
- No particular reason



## Bulgaria

Labour Force Survey 2008, QUESTIONNAIRE FOR PERSONS - VERSION 1

### Labour status

Information for persons should refer to the calendar week (from Monday to Sunday) preceding the survey week

Did you do any work for pay or profit during the last week (at least 1 hour)?

- Yes
- No

Did you carry out any of the following activities during the last week:

- production of agricultural or other goods (If you sell a part of it or if it covers the main part of household consumption)
- selling fruits, flowers, newspapers, magazines, books, lottery tickets or other goods; sale-trade of currency

Yes / No

Did you carry out unpaid work for a company, farm, owned by a relative member of the same household during the last week?

- Yes
- No

Although you did not work last week, did you have a job or an own enterprise, farm, business, that you were away from because of illness, holidays, maternity leave or other reason?

What was your main situation last week? (read out the answers)

- working
- unemployed (looking for work)
- student
- pensioner
- disabled
- housewife
- other non-active (not working, nor looking for work)

Have you got assigned degree of ability for work lost /degree of disability?

- Yes, over 90% ability to work lost (1st group disability)
- Yes, from 71 to 90% ability to work lost (2nd group disability)
- Yes, from 50 to 70% ability to work lost (3rd group disability)
- No

## Main job

What is your occupation?

Describe briefly your main tasks

Do your working tasks include work managing and supervising other employees?

- Yes
- No

## Work arrangements

Did you have a written employment, civil or other contract? (read out the answers)

- employment contract
- civil service contract
- civil contract
- contract with a private temporary employment agency
- other contract, specify
- no

Is your contract/job permanent/with unlimited duration or temporary?

- permanent job (with unlimited duration)
- temporary job (with limited duration)

What kind of temporary contract/job do you have?

- contract covering a period of training
- contract for the probationary period
- other, specify:

Do you work full-time or part-time at your main job?

- full-time
- part-time

## Professional status

Next questions (11 to 35 refer to your MAIN JOB)

Last week did you work as an employee or as a self-employed? (read out the answers )

- employer - self-employed in own enterprise, business, profession, farm with employees
- self-employed in own enterprise, business, profession, farm without employees
- employee at private enterprise
- employee at public enterprise
- member of production co-operative
- unpaid family worker

## Second job

Did you have more than one job last week (additional job; hours, worked in the evening or on Saturdays or Sundays, incl. casual or temporary job; work in own farm if you sell even a small part of goods)

- Yes
- No

## Economic inactivity and incapacity for work

What was the main reason why you were away from work last week?

- bad weather
- technical or economic reasons in his/her own business
- unpaid leave or other interrupting of work due to employer's reason
- strike or other labour dispute
- attending school or training
- illness, injury or temporal disability
- full-paid (90%) maternity leave (315 calendar days)
- additional leave for caring a child up to 2 years of age
- parental leave
- annual leave
- compensation leave (flexible working time)
- seasonal work NOT-PAID during off-season period
- other absence, specify

What is the main reason why you do not wish to work?

- illness, disability
- looking after children or disabled, ill, old people
- other personal or family responsibilities
- attending school, university or training
- old age (retirement)
- other, specify

## Cyprus

Labour Force Survey 2008

### Labour status

During the previous week, from Monday to Sunday, have you worked for at least one hour? (for pay or profit or to help the family business)

- Yes
- No

Have you been engaged in agricultural activities?

- Yes
- No

In which of the following categories would you classify yourself? (i.e. until the end of the previous week)

- Employed
- Unemployed
- Pupil, student
- Retired or early retired or has given up business
- Permanently disabled
- In compulsory military service
- Fulfilling domestic
- Other inactive person

### Main job

What is your occupation in the business/office where you work?

### Work arrangements

Do you have formal responsibility for supervising other employees as one of your tasks? (responsibility for apprentices or new employees should not be counted)

Do you work on a full-time basis (i.e. do you work as many hours per week as preordained by the time-schedule existing in your work) or on a part-time basis (i.e. you work less hours)?

- Full-time job
- Part-time job

Is your job permanent or temporary

- Person has a permanent job or work contract of unlimited duration
- Person has temporary job/work contract of limited duration

Do you have a contract with a temporary employment agency from which you receive your salary while you work for another employer?

- No
- Yes (which one exactly)

How many hours per week do you usually work in your job? (for employees: contractual hours of work + regular overtime)

(Interviewer: Write 0 if usual hours cannot be given because they vary considerably from week to week or from month to month)

- Number of hours
- Usual hours cannot be given because hours worked vary considerably from week to week or from month to month

### Professional status

What is your employment status [professional status] in the business/ office where you work (employer, self-employed, employee or unpaid family worker)?

- Employer with employees
- Self-employed without employees
- Employee (with salary or daily wages)
- Unpaid family worker

### Second job

Apart from your main job are you engaged in any agricultural activity (e.g. olive trees, vineyards, orchards etc)? In any other kind of work even though you did not work in this at all during the previous week?

- NO, person had only one job
- YES, person had a second job as

What is your employment status [professional status] in the second job? (employer, self-employed, employee or unpaid family worker)

- Employer with employees
- Self-employed without
- Employee (with salary or daily wages)
- Unpaid family worker

### Economic inactivity and incapacity for work

Even though you have not worked during the previous week, did you have a job or business from which you were temporarily absent, due to leave, illness, seasonality of agricultural activities, strike etc.?

- Yes/No

Then, for what reason have you not worked? (what was your main activity during the previous week)?

- Was not working because he/she was on lay-off
- Conscript serving in the National Guard
- Other (unemployed, housewife, student, pupil, pensioner etc.)

What was the reason for not having worked at all during the previous week, even though you had a job?

- Bad weather
- Slack work for technical or economic reasons
- Due to labour dispute (strike or lockout etc
- School education or training
- Own illness, injury or temporary disability
- Maternity leave
- Parental leave
- Holidays or leave
- Compensation leave (time off granted by the employer)
- Other reasons (e.g. personal or family responsibilities).

Describe \_\_\_\_\_

## Czech Republic

LFS questionnaire 2007, Interim report, Annex 4

### Labour status

Did she/he work at least 1 hour in main job in the reference week for salary or reward (e.g. contributing family workers) or with aim to reach profit?

- Yes
- No

### Main job

What kind of work does she/he do? State the name of job (what s/he exactly does at his/her work)?

### Work arrangements

- Does s/he have subordinate(s) in the job?
- Yes
- No

In the main job s/he works

- full-time
- part-time

Has s/he contract of

- limited duration
- unlimited duration

What type of contract for a determinate period s/he has?

- Work contract of limited duration
- Agreement (Work performance agreement, Agreement on working activity)
- Contract till the end of education or training (apprentices, students in articles, research assistants)
- Other

How many hours does s/he usually work in week in his/her main job?

How many hours has s/he worked in the reference week in his/her main job?

### Professional status

What is the professional status in main job?

- Employer
- Own-account worker

- Employee
- Member of producers' cooperatives
- Contributing family worker

## Second job

Did s/he have second (other) job beside the main job in the reference week?

- No
- Yes, of unlimited duration
- Yes, of limited duration

## Economic inactivity and incapacity for work

Has s/he job from which s/he was absent during the reference week?

- Yes
- No

Has s/he assurance of return to work within 3 months or does s/he receive at least 50% of salary paid by employer?

- Yes (including maternity, parental leave)
- No

What was the reason for his/her absence?

- Maternity leave
- Parental leave (relates to employees and members of producers' cooperatives)
- Holliday
- Compensatory leave (e.g. flexible working time)
- Own illness or injury
- Bad climate conditions
- Slack of work for technical or economic reasons
- Labour dispute (strike)
- Lay-off
- Leave for education or training
- Other reasons (e.g. personal or family responsibilities)

Has the length of this absence already exceeded 3 months?

- - No
- - Yes, but respondent receives at least 50% of salary
- - Yes and respondent does not receive at least 50% of salary



## Estonia

Estonian Labour Force Survey 2008, Questionnaire

### Labour status

During last week, did you work at least one hour and were (will be) paid for it?

- Yes
- No

During last week, were you employed in entrepreneurship, business activities, individual work, as a freelancer or as a registered entrepreneur and were earning (will earn) a profit for it?

- Yes
- No

### Main job

What is your occupation? Main tasks?

### Work arrangements

Do you have supervisory responsibilities (do you supervise other employees, take charge of the work done etc)?

Yes / No

How many direct subordinates do you have?

Under which kind of contract do you work?

- Written regular employment contract
- Written fixed-term employment contract
- Contract of agreement
- Contract for services incl. public service
- Authorisation contract
- Contract with a temporary employment agency
- Verbal employment contract
- Verbal agreement

Is it a permanent or a fixed-term job?

- Permanent job
- Training (apprenticeship, practice, etc.)
- Probation time
- Seasonal job
- Odd job
- Other fixed-term job (record)

Do you have a full-time or part-time job in this enterprise/organisation?

- Full-time
- Part-time

### Professional status

To which of the following groups do you belong?

- Employee
- Employer
- Farmer with paid employees 9 OTHER [RECORD]
- Sole proprietor
- Farmer with no paid employees
- Freelancer
- Unpaid family worker
- Member of a co-operative
- other (record)

### Second job

Did you have any other job in addition to main job where you were working or were temporarily absent last week?

- Yes
- No

How many second jobs did you have last week?

### Economic inactivity and incapacity for work

During last week, did you have a job, which you were absent from, or a business activity in which you were temporarily absent?

- Yes
- No

Why were you absent from work?

- Vacation
- Lay off
- Public holiday
- Studies
- Training
- Own illness or injury
- Pregnancy or childbirth leave
- Parental leave

- Need to take care of children
- Need to take care of other members of family
- Work schedule, free season
- Strike, lockout
- Weak demand, scarcity of orders, clients
- Shortage of raw materials, equipment, technical failure
- Bad weather
- other (record)

Why did [were] you not working? OR Why did you not start to seek for a job? OR Why did you quit job seeking?

- Studies, plans for further education
- Military service
- Own illness or injury
- Disablement
- Pregnancy or childbirth leave or parental leave
- Need to take care of children or other members of family
- Retirement age
- Do not believe in possibility of finding a job
- other (record)

## Finland

Blaise questionnaire of the Finnish Labour Force Survey for 2008

### Labour status

I will be asking questions about working, studying and job-seeking. The questions concern last/the week before last week (week no. xx), in other words, the week from Monday dd/mm to Sunday dd/mm/yyyy.

Did you do paid work for at least one hour as employee, self-employed, own-account worker, unpaid family worker or on a farm last/the week before last week?

- Yes
- No

If on holiday for the whole week or temporarily absent from work, note down “no”. Paid work means work done as employee, self-employed or own-account worker, inclusive of agricultural work. Volunteer work or caring for a relative are not gainful work.

Did you work without pay in an enterprise or on a farm belonging to a member of your household during last/the week before last week?

- Yes
- No

Do you have a job from which you were absent for the whole week?

- Yes
- No

Always note down “Yes” if a valid employment contract exists even if a long absence is concerned, such as maternity, paternity or parental leave, full-time child care leave, job alternation leave, study leave, etc. An unpaid family worker can also be temporarily absent from work.

- Yes
- No

Do you have paid labour force?

- Yes
- No

Which of the following best describes your main activity:

- Unemployed
- Student, school pupil
- On old age pension (retired on the basis of age, years of service or on private pension insurance or receiving unemployment pension)
- On disability pension or otherwise chronically ill

- Carer of own children (aged under 15)
- Carer of an aged, sick or disabled relative
- Conscript or performer of community service
- Doing something else

### Main job

What is your occupation at this place of work?

Occupational title:

What are your main job tasks?

Open answer:

Do you have supervisory or managerial tasks?

- Yes
- No

Note down Yes if the person has supervisory responsibilities. For example, full-time project managers are in supervisory positions even when they do not formally have subordinates.

Is paid employment or self-employment your main activity?

- Yes
- No

### Work arrangements

Are you a hired worker?

- Yes
- No

Hiring of labour means that a personnel service agency provides its own employees for its customer enterprises. The work is done with the equipment and at the premises of the customer enterprise, which also supervises the work. The personnel service agency is responsible for the remuneration, social security contributions and statutory insurance contributions of its employees.

Is your current employment relationship:

- Permanent (valid until further notice)
- or fixed-term or temporary?

Persons summoned to work when required are in a temporary job when they work. In their case, employment contract is interpreted as being made separately for each work period.

Is your current job:

- Permanent
- Seasonal
- or short-term or temporary?

Do you work in your (main) job

- Full-time
- or part-time?

Working hours are compared to regular working hours in the field or occupation concerned.

Are you in part-time retirement?

- Yes
- No

### Professional status

Are you (in your main job):

- An employee
- Self-employed in agriculture (incl. in forestry, horticulture, etc.)
- Other self-employed
- An own-account worker or freelancer
- Unpaid family worker on the farm of a family member
- or unpaid family worker in a business of a family member?
- Other

Main job is the one on which most time is spent or from which biggest pay is received or which is continuous or permanent, or matches education best.

### Second job

How many jobs did you have?

Number from 2 to 8:

If more than 8 jobs, enter 8 as the number. Incl. the jobs from which was temporarily absent. An employee has different jobs if he/she has several employers or paymasters. A self-employed person can also have more than one business in the same field or a secondary job as an employee.

Because you have several jobs, please select one of them as your main job. I will call the other(s) your secondary job(s).

Main job is the one on which most time is spent or from which biggest pay is received or which is continuous or permanent, or matches education best.

## Economic inactivity and incapacity for work

Why were you absent from work or otherwise on leave for the whole of last/the week before last week? Was the main reason:

- Temporary lay-off (employee)
- Shortage of work or orders due to production reasons
- Strike or lockout
- Study leave
- Own illness or accident
- Caring for own children or other relative
- Annual holiday or leave in lieu of holiday pay
- A day or week off (e.g. in period-based work, shift work, part-time work, part-time retirement, as paid time-off to compensate for loss of earnings due to shortened working hours, time off to compensate for overtime, seasonal work)
- Bad weather
- Conscription or community service
- Other reason (e.g. unpaid leave of absence for some other reason)

Keep asking until suitable alternative is found. If several reasons for absence, select the one having caused the highest number of hours of absence.

During last/the week before last week, were you:

- On maternity or paternity leave
- On parental leave (incl. father's month)
- On full-time child care leave from work or
- On temporary care leave from work to look after a sick child
- or otherwise caring for children or some other relative?

Alternatives 1-4 are statutory family leave entitlements for parents of small children. Maternity leave: mother's leave of approximately 3 months in connection with the birth of a child. Paternity leave: father's leave of around 3 weeks because of the birth of a child. Parental leave: until the child is 9 months old; can be taken by either mother or father. Child care leave: Leave for the purpose of looking after a child aged under 3 at home; can be taken by either mother or father. Temporary child care leave: right for a few days' absence from work because of acute illness of child. If these family leaves are not concerned (e.g. the person has otherwise taken time off to care for a sick relative), enter 5.

**Germany** [translated by H-Z / W]

Federal Statistical Office and Statistical Offices of the Länder [Statistische Ämter des Bundes und der Länder]: Population and Labour Force Sample Survey [Stichprobenerhebung über die Bevölkerung und den Arbeitsmarkt] Microcensus 2008 and Labour Force Sample of the European Union 2008

**Labour status**

The following questions relate to every type of work or activity for pay. It may also be an activity that lasts only one hour per week. Hence, the questions also apply, for example, to housewives with a supplementary income, to pupils and students, to pensioners with a small supplementary income, to contributing family workers, or to unemployed persons with low supplementary earnings.

Did you work for one hour or more during the past week for pay or in a self-employed capacity?

- Yes
- No

Did you do any unpaid work during the past week as a contributing family worker for a business run by a member of your family?

- Yes
- No

During the past week, did you work in one or more marginal jobs (400- euro-jobs or short-term employment) or in a one-euro job?

- Yes
- No

A job is classified as marginal employment if earnings do not exceed 400 euros per month (mini-job) as an annual average. Short-term employment relationships (seasonal employment) that do not exceed two months or 50 working days in a calendar year are also classified as marginal employment.

Typical marginal employment relationships can be found in the following list:

- pupils' or students' holiday or part-time jobs
- delivering newspapers or magazines house-to-house
- cleaning job in a private household or a business
- childminding, babysitting, domestic work in a private household
- part-time work on an hourly or daily basis in a department store or a shop
- supplementary income earned by pensioners, homemakers
- sales or advertising job (incl. telephone and door-to-door work)
- part-time/second job for an insurance company or a bank
- seasonal work, for example in the catering and hotel industry, in agriculture, or in the manufacture of canned food/preserves



- part-time/second job as teacher/tutor
- taxi driving, temporary job with a removal/haulage company
- other part-time/second jobs such as typing, programming, book-keeping
- Yes, a 400-euro job
- Yes, a short-term employment relationship
- Yes, a one-euro job
- No

Do you normally pursue a paid job (including a 400-euro job) from which you were absent last week, for example because of parental leave, illness, special leave, holiday leave, or partial retirement (in the work-release stage)?

- Yes
- No

Was it your only or your main paid job?

- Yes
- No

Even when people such as students, pensioners or homemakers are not actually employed, they can do [part-time] jobs to earn some extra money. Did you do any paid work like that during the past week?

- Yes
- No

Do you work in your second job regularly, occasionally or only on a seasonal basis?

- regularly
- occasionally
- only on a seasonal basis

## Main job

What is your current occupation?

This question does not refer to an occupation you acquired in the past but rather to the occupation that you are working in now.

Conscripts in compulsory civilian service are requested to state the job they do. Please enter the exact title of your occupation into the following overview. For example: flower salesperson (rather than salesperson), customs inspector (rather than public servant), car mechanic (rather than skilled craftsman).

Are you employed in the public service?

The public service includes the federal, federal state [Länder] and municipal authorities; state schools, the police force, the armed forces [Bundeswehr], social insurance bodies etc. In line with current provisions, former employees of the German Federal Post Office

[Deutsche Bundespost] and the German Federal Railways [Bundesbahn] are requested to answer “no”.

## Work arrangements

Is your work contract or your job fixed-term or indefinite?

In this context, a training contract is regarded as being a fixed-term contract.

- Fixed-term
- Indefinite
- Not applicable because I am self-employed or a contributing family worker.

What is overall duration of your fixed-term contract, your job?

Please round up short work contracts of 1, 2, or 3 weeks duration to one month.

- Up to 36 months:
- Please state the number of months.
- More than 36 months

## Professional status

If you have more than one job and you are not sure which is the main one, then choose the job in which you work the most hours. If you are a trainee, please tick the appropriate response for trainees.

Are you ...?

- self-employed without employees
- self-employed with employees
- a contributing family worker
- a public servant, judge
- a white-collar worker [salary earner]
- a blue-collar worker [manual worker, wage earner], a homemaker
- a commercial/technical trainee
- an industrial trainee/apprentice
- a regular soldier who has signed up for a fixed period; a soldier who has signed up for an indefinite period
- a conscript in compulsory military service or community service
- a pupil, student, pensioner with a marginal part-time job

## Second job

Did you have more than one paid job last week?

- Yes, a main job and (a) part-time job(s)
- No, just one job.

## Economic inactivity and incapacity for work

What was the main reason that you did not work last week?

- illness, accident
- maternity leave
- partial retirement
- parental leave/child-rearing leave
- special leave/holiday leave
- strike, lock-out
- bad weather
- short-time working for technical or economic reasons
- compensatory leave (within the framework of a working time account or contractual annual working time)
- general or vocational education, further training, school attendance
- other reasons, or personal or family responsibilities

## Greece

Labour Force Survey 2008

### Labour status

Did you work (1) the previous week, from Monday till Sunday, for pay or profit, at least one hour, as an employee or self-employed?

(1) Apprentices and trainees who received any kind of payment should be included

- Yes
- No

Did you work the previous week at least one hour, without payment or profit, as a family worker?

- Yes
- No

You reported that you did not work at all last week.

Are you self-employed and you did not work due to reasons, such as seasonality, bad weather, etc?

- Yes
- No

Although you did not work even one hour last week, do you usually work as family worker?

- Yes
- No

What is your main labour status (self perception)?

- Employed
- Unemployed
- Pupil, student
- Retired
- Not in employment due to permanent health problems
- Housekeeper
- Provide social services
- Other

### Main Job

What kind of work do you perform in this enterprise?

## Work arrangements

Do you have full-time or part time job?

- Full time
- Part time, because:
  - He/She is looking after children or incapacitated adults
  - He/She is undergoing school education or training
  - Of own illness or disability
  - He/She could not find a full-time job
  - Other reasons
  - No reason given

How many days and hours do you usually work during the week in the above job?

- Days
- Hours
- Usual hours cannot be given because hours worked vary considerably from week to week or from month to month

Is this job permanent or temporary; If your job is temporary, state the reason.

- Permanent job or work contract of unlimited duration
- Temporary job or work contract of limited duration and the reasons are:
  - He/She is apprentice or
  - He/She could not find a permanent job
  - He/She did not want a permanent job
  - It is a contract for a probationary period
  - It is temporary but no reason is given

Do you supervise or co-ordinate other employees?

- Yes
- No

## Professional status

What is your professional status in this enterprise?

- Self-employed with employees
- Self-employed without employees
- Employee
- Family worker

Which is the Organization of your principal insurance?

- Social Insurance Organization (IKA)
- National Agricultural Insurance Institute (OGA)
- Civil Servants' Fund

- OAEE
- Other Insurance Funds
- Uninsured person
- Person ignores / Not answered

## Second job

How many jobs or business did you have last week?

- Only one
- More than one
- Economic inactivity and incapacity for work
- Which is exactly the reason that you did not work last week at your business as self-employed?
- Due to bad weather
- The business (or the job) is seasonal
- Technical and economic reasons
- Due to labour dispute (strike, lockout)
- School education or training
- Due to own illness, injury etc.
- Due to lack of customers (slack work)
- Holidays
- Other reasons, (e.g. family responsibilities)  
Describe

Which is the reason that you did not work at all as an employee last week?

- Due to own illness, injury etc.
- Due to pregnancy leave
- Lay off
- Technical and economic reasons
- Due to labour dispute (strike, lockout).
- School education or training
- Leave, absence, holidays
- Compensation leave
- Due to maternity or parental leave
- Other reasons, e.g. family responsibilities  
Describe

## Hungary

Unified System of Household Surveys. Labour Force Survey, Economic Activity Questionnaire 2008

### Labour status

Did you do at least one hour of work for pay or profit in last week? EXCLUDE HOUSEHOLD WORK AND WORK AROUND THE HOUSE.

Yes; no

Status in employment [labour status]:

- employee:
  - of an enterprise (company, LTD) or an institution
  - of a co-operative or other partnership
  - of a self-employed
  - as casual worker, day-labourer
- member of co-operative
- member of LTD
  - without employees
  - with employees
- member of other collective enterprise
  - without employees
  - with employees
- self-employed
  - without employees
  - with employees
- unpaid family worker

Do you have supervisory responsibilities (do you supervise other person's job)?

- Yes
- No

How would you classify yourself as one of the below categories?

- person is working (as employee, self-employed, unpaid family member, etc.)
- person is unemployed
- person is studying or is unpaid trainee
- person is retired
- person is disabled
- person is on child care leave
- person has family responsibilities
- person does not work for other reason

## Main job

Your occupation is:

Brief description of your sphere of activity:

## Work arrangements

What type of work contract do you have?

- contracted directly with the
- contracted with a temporary employment agency

What kind of labour contract, appointment, charge do you have?

- one of unlimited duration
- one of limited duration, namely:
  - less than one month
  - 1 to 3 months
  - 4 to 6 months
  - 7 to 12 months
  - 13 to 18 months
  - 19 to 24 months
  - 25 to 36 months
  - more than 3 years

## Professional status

### Second job

Do you have a second job/business that provided income beside the main job/business?

- Yes
  - as an employee
  - as a member of co-operative
  - as a member of (collective) enterprise
    - without employees
    - with employees
  - as a self-employed
    - without employees
    - with employees
  - as an unpaid family member
- No



## Economic inactivity and incapacity for work

Why did not you work last week? MARK PRIMARY REASON

- own illness
- maternity leave
- annual holiday
- term of notice
- bad weather
- number of hours worked varies
- slack work for economic or technical reason
- labour dispute
- training (not being on annual holiday)
- person's child was ill
- absence as per contra overtime work
- other, namely

## Italy

Istituto Nazionale di Statistica, Servizio Formazione e Lavoro: RILEVAZIONE CONTINUA SULLE FORZE DI LAVORO Questionario unico 1° trimestre 2008, Versione 12.00

### Labour status

Situazione lavorativa nella settimana di riferimento Per le persone di 15 anni o più

Leggere

Le prossime domande si riferiscono all'attività lavorativa svolta nella settimana da Lunedì .... a Domenica ....(vedi settimana di riferimento a pag.2). Consideri qualsiasi attività lavorativa in proprio o alle dipendenze, con o senza contratto.

“LA SCORSA SETTIMANA” Lei ha svolto almeno un’ora di lavoro? Consideri il lavoro da cui ha ricavato o ricaverà un guadagno o il lavoro non pagato solo se effettuato abitualmente presso la ditta di un familiare

Sì / No

Permanentemente inabile al lavoro

Sempre nella settimana che va “DA LUNEDI’ ... A DOMENICA...” Lei aveva comunque un lavoro che non ha svolto, ad esempio: per un periodo limitato di ridotta attività, per malattia, per vacanza, per cassa integrazione guadagni, etc.?

Solo in caso di necessità leggere: consideri il lavoro da cui ha ricavato o ricaverà un guadagno o il lavoro non pagato solo se effettuato abitualmente presso la ditta di un familiare

- Sì
- No

In conclusione, nella settimana “DAL .....AL” come si considerava:

PER L'INTERVISTATORE: chiedere di indicare la condizione unica o prevalente (nel caso di più condizioni)

Leggere le risposte

- Occupato
- Disoccupato alla ricerca di nuova occupazione
- In cerca di prima occupazione
- Casalinga/o
- Studente
- Ritirato dal lavoro
- Inabile al lavoro
- In altra condizione (specificare)

Lei percepisce una pensione da lavoro (anzianità o vecchiaia)?

- Sì
- No
- Non sa

### Main job

Può dirmi il nome della sua professione?

Solo in caso di necessità leggere: se esercita più di una professione, consideri quella relativa al lavoro di cui abbiamo parlato finora

Codifica della professione

Codifica in base all'allegato "Classificazione delle professioni"

Può descrivermi con precisione in che consiste il suo lavoro?

### Work arrangements

Lei è assunto con un contratto di lavoro alle dipendenze?

Lei è assunto con un contratto di lavoro alle dipendenze o con contratto di collaborazione coordinata e continuativa?

- Sì, Contratto di lavoro alle dipendenze
- Sì, Contratto di collaborazione coordinata e continuativa (con o senza progetto)
- No

Lei ha un contratto a termine (a tempo determinato) o un contratto a tempo indeterminato (senza una scadenza)?

Il suo lavoro è a termine (lavoro a tempo determinato), oppure non ha una scadenza (lavoro a tempo indeterminato)?

A termine (tempo determinato)

A tempo indeterminato (senza una scadenza)

Lei ha un contratto a tempo pieno o un contratto part-time (a tempo parziale)?

Lei lavora a tempo pieno o part-time (a tempo parziale)?

- A tempo pieno
- A tempo parziale (part-time)

### Professional status

Lei svolge:

- Leggere le risposte
- Un lavoro alle dipendenze

Un lavoro di:

- Collaborazione coordinata e continuativa (con o senza progetto)
- Prestazione d'opera occasionale

Un lavoro autonomo come:

- Imprenditore
- Libero professionista
- Lavoratore in proprio
- Coadiuvante nell'azienda di un familiare
- Socio di cooperativa

Lei è:

- Leggere le risposte
- Dirigente
- Quadro
- Impiegato
- Operaio
- Apprendista
- Lavoratore presso il proprio domicilio per conto di un'impresa

## Second job

Oltre al lavoro di cui abbiamo parlato finora, “LA SETTIMANA SCORSA”, cioè “DA LUNEDÌ... A DOMENICA...”, Lei aveva anche altri lavori? Consideri qualsiasi lavoro (ad esempio, lezioni private, lavori svolti nel fine settimana) da cui ricava un guadagno o il lavoro non pagato solo se effettuato abitualmente presso la ditta di un familiare

- Sì, un altro lavoro
- Sì, più di uno
- No

## Economic inactivity and incapacity for work

Qual è il motivo principale per cui non ha lavorato in quella settimana?

- Cassa Integrazione Guadagni (ordinaria o straordinaria)
- Ridotta attività dell'impresa per motivi economici e/o tecnici (esclusa CIG)
- Sciopero
- Vertenza sindacale, controversia di lavoro
- Maltempo
- Malattia, problemi di salute personali
- Ferie
- Festività nella settimana
- Orario variabile o flessibile (ad es. riposo compensativo)

- Part-time verticale
- Studio o formazione non organizzata nell'ambito del proprio lavoro
- Assenza obbligatoria per maternità
- Assenza facoltativa fino all'ottavo anno del bambino (congedo parentale)
- Motivi familiari (esclusa maternità obbligatoria e congedo parentale)
- Mancanza/scarsità di lavoro
- Fa un lavoro occasionale
- Fa un lavoro stagionale alle dipendenze (ad es. bagnino, raccoglitore di frutta, cameriere in montagna d'inverno, etc.)
- Altro motivo (specificare)

## Luxembourg

Enquête sur les Forces de Travail 2008

### Labour status

Emploi et activité au cours de la semaine de référence

- La personne a-t-elle effectué un travail contre rémunération ou en vue d'un bénéfice durant la semaine de référence (1 heure et plus) ou a-t-elle travaillé comme aide familiale non rémunérée?  
Oui
- Si la personne n'a pas travaillé durant la semaine de référence, avait-elle néanmoins un emploi ou une activité rémunérée, dont elle était absente?  
Oui
- La personne n'avait-elle pas d'emploi ou d'activité rémunérée?  
Oui

### Professional status

- Employeur (employant un ou plusieurs salariés)
- Indépendant (n'employant aucun salarié)
- Salarié
- Aide familiale

### Main job

Profession exercée dans la première activité

Désignation exacte de la profession:

La personne exerce-t-elle une responsabilité d'encadrement ou de supervision?

- Oui
- Non

### Work arrangements

La personne travaille-t-elle à temps complet ou à temps partiel?

- Emploi à temps plein
- Emploi à temps partiel

L'emploi a-t-il un caractère permanent (p.ex. contrat à durée indéterminée) ou temporaire?

- Emploi permanent ou contrat de travail à durée indéterminée
- Emploi temporaire ou un contrat de travail à durée déterminée

Contrat de travail comme interimaire avec une agence d'interims

- Non
- Oui

Labour status

Comment la personne qualifierait-elle sa situation par rapport à la vie économique?

- Exerce un emploi ou une activité, y compris travaux non rémunérés pour une ent- reprise ou une affaire familiale, ou apprentissage, resp. stage rémunéré
- Effectue des tâches domestiques
- Chômeur
- Elève, étudiant, en formation, travail non rémunéré
- A la retraite, à la retraite anticipée ou cessation d'activité
- Invalidité permanente
- Autres personnes sans activité

## Second job

Combien d'emplois ou d'activités la personne a-t-elle eus durant la semaine de référence?

- Elle a eu un seul emploi ou une seule activité
- Elle a eu plusieurs emplois ou activités (pour une cause autre qu'un changement d'employeur)

## Economic inactivity and incapacity for work

Quelle est la raison principale pour laquelle la personne n'a pas travaillé (du tout) durant la semaine de référence?

- Mauvais temps
- Chômage partiel pour raisons techniques ou économiques
- Conflit de travail
- Enseignement scolaire ou formation
- Maladie, accident ou incapacité temporaire de travailler
- Congé de maternité
- Congé parental
- Congé de récréation, vacances
- Congé de compensation (dans le cadre de l'aménagement du temps de travail)
- Autres raisons (p.ex. responsabilités personnelles ou familiales)

Est-ce que la personne a été absente au travail pour une durée supérieure à 3 mois?

- Non
- Oui

Si oui, a-t-elle perçu un salaire, un traitement ou des allocations familiales?

- Oui, elle a perçu un salaire / traitement ou des allocations familiales correspondant à la moitié de son salaire / traitement
- Oui, elle a perçu un salaire / traitement ou des allocations familiales correspondant à moins de la moitié de son salaire / traitement
- Ne sait pas



## Norway

Questionnaire for the Labour Force Survey 2006

### Labour status

Did you have any paid work during the week from 2nd to 8th of January 2006?

Please include all kinds of work, even if it was only for a few hours

- Yes
- No

Even though you were not doing paid work, did you have a job or business that you were temporarily away from this week?

- Yes
- No

Are you yourself, or is any person in your household, self-employed (e.g. as a farmer, or as owner and operator of a store or a workshop)?

- Yes
- No

Did you do any work without any agreed wage in this business, during the week from 2nd to 8th of January?

- Yes
- No

### Main job

What is your occupation in this establishment?

- What are your main tasks?
- Is it part of your responsibility to supervise or manage other employees?
- Yes
- No

### Work arrangements

Is your employment permanent or temporary?

- permanent, not temporary
- temporary
- don't know

What type of working time arrangements have you got in this job? I will give you three alternatives. Do you have ...

- an arrangement to work the same number of hours every week, including flexitime, or

- an arrangement to work a varying number of hours from week to week, or
- no working time arrangement?
- only casually employed during the reference week
- on-call labour

How long are your contractual working hours?

How long were your scheduled working hours during the week from 2nd to 8th of January?

On average, how long are your scheduled working hours?

On average, how long are your working hours?

Is this full-time or part-time work?

### Professional status

For all part-time employed (...):

Do you primarily consider yourself as...

- employed
- a student or pupil
- an old age pensioner
- in early retirement
- disabled
- a homemaker, i.e. looking after the family or home
- unemployed
- a conscript
- other

### Second job

During the week from 2nd to 8th of January, did you have more than one job or business? We are thinking about e.g. a second job or work in a family business.

Please also include any job or business from which you were temporarily away.

- Yes
- No

Did you have more than one job or business from which you were temporarily away?

- Yes
- No

## Economic inactivity and incapacity for work

Were you away from work because of vacation, sickness, or other reasons during this week?

- Yes
- No

Were you away the whole week, or only part of the week?

- Yes, the whole week
- Yes part of the week

Why were you away from work during the week from 2nd to 8th of January?

- vacation
- own sickness or injury
- other household member sick
- paternity/maternity leave, pregnancy leave
- child care leave
- leave because of other person reasons
- time off due to flexitime arrangements
- work schedule
- Education and training
- Bank holiday
- Labour dispute
- bad weather
- work interrupted for technical reasons
- laid off
- due to start new job later
- ended job and did not start in new job
- had no orders (from clients)
- other reasons

## Poland

### Labour Force Survey

#### Labour status

Did you do any work generating earnings or income (including unpaid family work) during the reference week?

- Yes
- No

Were you not working but had a job or business from which you were absent during the reference week?

- Yes
- No

How many hours did you work in the main job in the reference week? (actual number of hours)

Note: If in the reference week respondent had parental (child-care) leave and simultaneously worked in another job, as the main job should be indicated the job from which the respondent obtained child-care leave; and code "O" should be marked in question

#### Occupation and economic activity

What was your occupation in the reference week?

#### Work arrangements

Is your main job?

- permanent, for unlimited duration.....
- for a limited duration, because it is a period of training, apprenticeship, traineeship
- for a limited duration, because I cannot find a permanent job
- for a limited duration, because it is convenient for me
- for a limited duration, because it is a probationary period
- for a limited duration, because of other reasons

What is the duration of your limited employment?

- less than one month
- 1-3 months
- 4-6 months
- 7-12 months
- 13-18 months
- 19-24 months
- 25-36 months
- more than 36 months

### **Professional status**

What is your employment status [professional status] in your current job:

- self-employed
- paid-employee
- unpaid family worker

### **Second job**

Do you have additional job beside your main one?

### **Economic inactivity and incapacity for work**

Why were you absent from work in the reference week?

- my own illness
- maternity leave
- vacation
- child care leave
- break in the establishment's activity
- bad weather
- I participated in a strike (labour dispute)
- education, improving qualification
- unpaid leave
- other reasons, specify

## Slovenia

Labour Force Survey 2007

### Labour status

In the past week (Monday to Sunday) did you work at least one hour for pay (in cash or in kind) or profit?

- Yes
- No

In the past week (Monday to Sunday) did you help on a family farm, in a family enterprise or trade?

- Yes
- No

Are you employed or self-employed even though you did not work in the past week?

- Yes
- No

Why did you not work in the past week?

- Bad weather
- Lack of work for technical or economic reasons
- Labour dispute
- Education/training outside the enterprise or organisation
- Illness, injury
- Vacation
- Holiday
- Temporary lay-off
- Maternity leave
- Paternity leave
- Bonus hours taken

How much time will you be absent from work?

How many months have you been away from work even though you are employed or self-employed?

Do you still receive wage or wage compensation?

- Yes
- No

I receive:

- Half my wage or more
- Less than half my wage

## Main job

What is the name of the enterprise or organisation where you worked in the past week?

What is produced or what services are provided?

In the past week you worked for ...?

What is produced or what services are provided?

What was your job title? Describe work done in the past week.

## Work arrangements

### Professional status

In the past week you were:

- Employee in an enterprise or organisation
- Employee at an individual private entrepreneur (artisan)
- Employee at a farmer
- Employee at a freelance
- Worker in own enterprise
- Individual private entrepreneur (artisan)
- Farmer
- Freelance
- Unpaid family worker on a family farm, in a family enterprise or trade (without receiving wages)
- Performing contract work
- Performing cash in hand work
- Working via a student employment office
- Working via public works

Are you:

- Employed, self-employed or unpaid family worker on a family farm, in a family enterprise or trade
- Unemployed
- Pupil, student
- Homemaker
- Retired person
- Unable to work (illness, disability)
- other

## Second job

In the past week, did you perform any additional work?

- Yes
- No

## Economic inactivity and incapacity for work

What is the main reason you are not looking for a job?

- Retirement
- Unable to work (illness, disability)
- Education/training
- Personal or family reasons
- Waiting to be called back to work (temporary lay-off)
- Believes that no work is available (discouraged worker)
- Does not want to start looking for a job immediately
- Taking care of own or partner's children
- Taking care of an adult who needs help
- Taking care of own or partner's children and taking care of an adult who needs help
- Work or would like to work as a volunteer
- other



## Spain

Labour Force Survey 2008: EPA 2008 (2005 Methodology) QUESTIONNAIRE Sixth wave  
(it includes structural variables)

### Labour status

During the reference week, did you work, even for just one hour?

- Yes
- No

Are you paid for this work or do you obtain any economic benefit from same?

- Yes
- No

During the reference week, did you provide assistance in the company or business of a family member with which you cohabit and for which you were not paid?

Was it unpaid work in the company or business of the family member with which you cohabit (family assistance)?

- Yes
- No

During the reference week, did you have a job or business, even if you did not work during said week? (It refers to paid employment and businesses in which they usually work at least 1 hour a week. Including family assistance).

Despite not working during the reference week, did you have a job or business? (It refers to paid employment and businesses in which they usually work at least 1 hour a week. Including family assistance).

During the reference week, did you have a job or business? (It refers to paid employment and businesses in which they usually work at least 1 hour a week. Including family assistance).

- Yes
- No

### Main job

What is your occupation, or what type of work do you carry out?

(If the informant has doubts on the meaning of this question, examples may be offered, like: bus driver, construction worker, university professor)

(If they do not know, record 000)

What level of studies does your position require?

## Work arrangements

Your employment contract, is it permanent or temporary?

Permanent; Temporary

Is it permanent or discontinuous?

Permanent; Discontinuous

What type of temporary contract do you have?

Do not read the options, record those indicated by the interviewee. Solely read the options when they state that they do not know. If they still do not know, record said option.

- Temporary due to production needs
- Apprenticeship, training or work experience
- Seasonal
- It covers a probationary period
- It covers the total or partial absence of another worker
- For a determined job or service
- Verbal not included in the above options
- Another type (specify:

Which of the following is the reason why you have a temporary contract or labour relationship?

- Unable to find a job with a permanent contract
- Do not want a job with a permanent contract
- For other reasons

## Professional status

In your main job, which of the following is your professional situation? I will read your options:

- Member of a cooperative
- Businessperson with wage earners
- Independent worker or businessperson without wage earners
- Assistance in a family company or business
- Public sector wage earner (that is, in a public administration or institution)
- Private sector wage earner
- Another situation (specify:)

In which administration do you work? I will read your options:

- Central Administration
- Social Security Administration
- Autonomous Community Administration

- Local administration
- Public company or public financial institution
- Another type
- Does not know but can specify

Do you work in any of the following Social Security Organisations?

- Public Employment Service
- Salary Guarantee Fund (FOGASA)
- National Institute of Social Security or the National Institute for Health Administration
- Central Treasury for Social Security
- Institute for the Elderly and Social Services (IMSERSO)
- Industrial accident and professional sickness Mutual Insurance Societies of the Social Security System (do not include MUFACE, ISFAS or MUGEJU)
- Social Institute of the Marine
- No

Do you work at any of the Public Mutual Insurance Societies: MUFACE, ISFAS or MUGEJU?

- Yes
- No

In which of the following situations did you find yourself in during the reference week?

I will read your options: (Record a maximum of 3)

- Working or employed
- Seeking employment
- Student (although on holiday)
- Received a retirement pension or pre-retirement income
- Dedicated to household tasks
- Permanently handicapped
- Perceiving a pension other than a retirement pension (or pre-retirement)
- Carrying out voluntary social work, charitable activities etc...
- Other situations

## Second job

In your secondary job, which of the following is your professional situation? I will read your options

- Member of a cooperative
- Businessperson with wage earners
- Independent worker or businessperson without wage earners
- Assistance in a family company or business

- Public sector wage earner
- Private sector wage earner
- Another situation (specify:)

What is your occupation, or what type of work do you carry out in this secondary job?  
 (If the informant has doubts on the meaning of this question, examples may be offered, like: bus driver, construction worker, university professor...)  
 (If they do not know, record 000)

### **Economic inactivity and incapacity for work**

Which is the main reason why you did not work in said job?  
 (Do not read the options, record those indicated by the interviewee. If they state more than one, ask which is the main reason. Solely read the options when they state that they do not know. If they still do not know, record said option)

- On vacation or on leave
- Leave due to the birth of a child
- Maternity leave
- Sickness, accident or temporary incapacity of the interviewee
- Summer working day, flexible work schedule or similar
- Trade union activities
- New job which has not yet commenced
- Permanent discontinuous or seasonal worker during the low activity period
- Bad weather
- Partial stoppage due to technical or economic reasons
- Immersed in an employment regulation file
- Strike or labour conflict
- Receiving education or training outside the company's offices
- Personal reasons or family responsibilities
- \* Other reasons

## Switzerland

Swiss Labour Force Survey 2008: SAKE-2008/MU

### Labour status

Last week did you do any paid work, even if it was only for ONE HOUR, as a salaried employee, a self-employed person or an apprentice?

INT.: If MILITARY SERVICE LONGER THAN 12 WEEKS: school for recruits, officers, non-commissioned officers, advancement => Enter code <yes>

- Yes
- No

Last week did you do any unpaid work, even if it was only for ONE HOUR, in your family's business, for example on a farm or in a shop belonging to a member of your family?

INT.: Money earned AT HOME, for example by a student who washed his father's car to earn some extra pocket money, should not be considered as earned income.

- Yes
- No

LAST WEEK, although you didn't work, were you a salaried employee, self-employed or an apprentice, or do you normally work in the family business?

INT.: If MILITARY SERVICE LONGER THAN 12 WEEKS: school for recruits, officers, non-commissioned officers, advancement => Enter code <yes>

- Yes
- No

### Main job

The following questions are about your MAIN JOB, i.e. the job to which you devote MOST OF YOUR TIME.

Although you were doing your military service last week, we would like to ask you some questions about the CIVILIAN job you still have. From now on, all the questions about your paid employment therefore refer only to your CIVILIAN JOB and not to your military service.

What type of job do you have AT THE MOMENT?

What exactly do you do?

Ex.:

- Teacher of geography but not geography alone
- Head of finance and not only head
- Bank employee and not only commercial employee
- Commercial employee specialised in sales and not only specialised commercial employee #e

What type of job do you have AT THE MOMENT as a main source of income?

What exactly do you do?

Ex.:

- Teacher of geography but not geography alone
- Head of finance and not only head
- Bank employee and not only commercial employee
- Commercial employee specialised in sales and not only specialised commercial employee

What type of job do you have OUTSIDE YOUR MILITARY SERVICE?

What exactly do you do?

Ex.:

- Teacher of geography but not geography alone
- Head of finance and not only head
- Bank employee and not only commercial employee
- Commercial employee specialised in sales and not only specialised commercial employee #e

What type of job do you have AT THE MOMENT?

What exactly do you do?

Ex.:

- Teacher of geography but not geography alone
- Head of finance and not only head
- Bank employee and not only commercial employee
- Commercial employee specialised in sales and not only specialised commercial employee

What type of job do you have AT THE MOMENT as a main source of income?

What exactly do you do?

Ex.:

- Teacher of geography but not geography alone
- Head of finance and not only head
- Bank employee and not only commercial employee
- Commercial employee specialised in sales and not only specialised commercial employee

What type of job do you have OUTSIDE YOUR MILITARY SERVICE?

What exactly do you do?

Ex.:

- Teacher of geography but not geography alone
- Head of finance and not only head
- Bank employee and not only commercial employee
- Commercial employee specialised in sales and not only specialised commercial employee

Is it a type of job where you teach one or several people?

- Yes
- No

What was the VERY FIRST type of job you learnt? In the case of a university education, indicate title or qualification acquired.

- NO trade/profession learnt
- First job learnt = current job

INT: Indicate the job learnt FIRST OF ALL! In the case of a university education, indicate title or qualification acquired

In your PRESENT job are you...

- Employed in a private household (e.g. for cleaning, baby-sitting)
- A salaried employee of a private limited company or corporation which you own
- Self-employed (farmer, shopkeeper)
- Employed in your family business
- A salaried employee in another private company or public office

In your PRESENT main job are you ...

- Employed in a private household (e.g. for cleaning, baby-sitting)
- A salaried employee of a private limited company or corporation which you own
- Self-employed (farmer, shopkeeper)
- Employed in your family business
- A salaried employee in another private company or public office

In your CIVILIAN job are you ...

- Employed in a private household (e.g. for cleaning, baby-sitting)
- A salaried employee of a private limited company or corporation which you own
- Self-employed (farmer, shopkeeper)
- Employed in your family business
- A salaried employee in another private company or public office

So you work for one or several private households.

INT.: READ ALOUD:

- You are self-employed or
- You are paid by an association or institution which has found you the position you have (home care, music teacher, etc.) or
- You have been engaged directly by this/these household(s)

## Work arrangements

Is the main job you have only for a limited period, i.e. does your work contract run out at a certain date?

- Yes
- No

Is the civilian job you have only for a limited period, i.e. does your work contract run out at a certain date?

- Yes
- No

Your present job is only for a limited period. It is .....

INT.: READ ALOUD:

- An apprenticeship
- Seasonal work
- An occupational programme
- Occasional work (e.g. holiday job, helping out)
- Training or voluntary work
- Standing in for someone
- A project of limited duration
- A trial period
- A Position regularly renewed (e.g. teaching)
- Another form of limited duration position

What is the TOTAL length of your oral or written work contract?

INT.: If the exact DURATION is not known help interviewee to estimate or indicate it  
EMPLOYMENT CONTRACT FOR A TOTAL DURATION OF:

<xx> Weeks

<xx> Months

<xx> Years

DURATION OF CONTRACT UNDEFINED:

Your work contract is for a total period of

INT.: HELP ESTIMATE!

- 01 less than 1 month
- 02 1 - 3 months
- 03 4 - 6 months
- 04 7 - 12 months
- 05 between 13 and 17 months
- 06 between 18 and 23 months
- 07 between 2 yrs and 2 yrs 11 months
- 08 between 3 yrs and 3 yrs 11 months
- 09 between 4 yrs and 4 yrs 11 months
- 10 between 5 yrs and 5 yrs 11 months



- 11 between 6 yrs and 6 yrs 11 months
- 12 between 7 yrs and 7 yrs 11 months
- 13 8 yrs or more

### Professional status [Status in employment]

How many people are responsible to you - directly or indirectly - ALTOGETHER?

- No-one
- 1 person
- 2 people
- 3 people
- 4 people
- 5 people
- 6 people
- 7 people
- 8 people
- 9 people
- 10 people
- 11 - 19 people
- 20 - 49 people
- 50 - 99 people
- 100 people or more

Are you part of the senior management or do you hold a position with a similar level of responsibility?

- Yes
- No

As a rule, do you work only for ONE customer?

- as a rule only ONE customer
- as a rule SEVERAL customers

Does a long-term agreement exist with this customer?

INT.: e.g. supply contract, service contract

- yes, a long-term contract exists
- no, no long-term contract exists

### Second job

The following questions are about last week - regardless of whether you were working or not.

How many different jobs or employers did you have last week?

INT.: self-employed people with no employer = 1 job; add each additional employer. If the employer has changed during the previous week count only the new job!

Number of jobs/employers: \_\_\_\_\_

### Economic inactivity and incapacity for work

Why weren't you at work last week?

INT.: Indicate main reason!

- Holidays, public holidays
- Military/civil defence service
- Maternity leave
- Illness/ accident/ other health reasons
- Further training/school, college, university
- Personal/family reasons
- Short-time work/laid off
- New job or changing jobs
- End of professional activity
- Working hours vary from week to week/free to decide on working hours
- Compensation for overtime
- Labour dispute/strike
- Bad weather
- Other reasons

How long have you been away from work?

- 1 week
- 2 weeks
- 3 weeks
- 1 - 3 months
- 4 to 6 months
- 7 to 12 months
- over 1 year

Have you been paid while you were off work?

- Yes
- No

Did you receive MORE or LESS than half the basic salary?

INT.: Regardless of whether the salary was paid by the person's employer or another institution

- received at least HALF the basic salary
- received LESS THAN HALF the basic salary

Although you weren't being paid, were you still a salaried employee, self-employed or an apprentice LAST WEEK, or do you normally work in your family's business?

INT.: If MILITARY SERVICE LONGER THAN 12 WEEKS: school for recruits, officers, non-commissioned officers, advancement => Enter code <yes>

- Yes
- No

Last week were you an apprentice or were you doing military service which lasted or will last MORE THAN 12 WEEKS?

- YES: -Apprentice
  - New recruit
  - Non-commissioned officer
  - Officer
- NO

Immediately before going into the army were you a salaried employee, self-employed or an apprentice, or were you perhaps working in your family's business?

- Yes
- No

Have you been able to keep your job during your military service?

- Yes
- No

## United Kingdom

Labour Force Survey: 2008 Transitional Questionnaire, November 2007

### Labour status

Did you [RelTxt] [Name] do any paid work in the 7 days ending Sunday the [date], either as an employee or as self-employed?

Yes; No

Is there any limit to the total length of time you can legally stay in the UK? either as an employee or as self-employed?

- Yes, less than 1 year
- Yes, 1 year
- Yes, 2 years
- Yes, 3 years
- Yes, 4 years
- Yes, 5 years
- Yes, more than 5 years
- No

Are there any legal restrictions on your access to work?

- Yes, access is restricted to a specific employer, industry or occupation
- Yes, access is restricted to self employment
- Yes, access completely restricted (no legal access to work)
- Yes, other reason
- No

Even though you were not doing paid work, did you have a job or business that you were away from in the week ending Sunday the [date] (and that you expect to return to)?

- yes
- no
- waiting to take up a new job/ business already obtained

or (any unpaid work for a business) that a relative owns?

- Yes
- No

Have you ever (in your life,) had paid work, apart from casual or holiday work (or the job you are waiting to begin)? Please include self-employment or a government scheme.

- Yes
- No

## Main job

What was your (main) job (in the week ending Sunday [date])?

- Enter job title

What did you mainly do in your job?

- check special qualifications/training needed to do the job.

Did you have any managerial duties?

- manager
- foreman / supervisor
- not manager / supervisor

## Work arrangements

In your (main) job were you working...

- full-time
- or part-time?

Leaving aside your own personal intentions and circumstances, was your job...

- a permanent job
- or was there some way that it was not permanent?

Did you take that type of job rather than a permanent job because...

- you had a contract which included a period of training?
- you had a contract for a probationary period?
- you could not find a permanent job?
- you did not want a permanent job?
- or was there some other reason?

Some people have special working hours arrangements that vary daily or weekly.

In your (main) job is your agreed working arrangement any of the following...

- flexitime (flexible working hours)
- annualised hours contract
- term time working
- job sharing
- a nine-day fortnight
- a four-and-a-half day week
- zero hours contract
- none of these?

## Professional status

Were you working as an employee or were you self-employed?

- employee
- self-employed
- government scheme
- unpaid family worker

(May I just check,) Are / Were you paid either a salary or a wage by an employer?

- Yes
- No

(May I just check,) Are you / Were you ...

- paid a salary or a wage by an agency?
- a sole director of your own limited business?
- running a business or a professional practice?
- a partner in a business or a professional practice?
- working for yourself?
- a sub-contractor?
- or doing free-lance work?
- none of the above.

In your job, do you have formal responsibility for supervising the work of other employees?

Do not include people who only supervise: - children, e.g. teachers, nannies, childminders, - animals, - security or buildings, e.g. caretakers, security guards

- Yes
- No

Do you work

- for your family business
- for an outside firm or organisation
- or on your own account?

## Second job

In the week ending Sunday the [date] did you [RelTxt] [Name] do any other paid work or have any other paid job or business in addition to the one you have just told me about?

- Yes
- No

What was your second job (in the week ending Sunday the [date])?

- Enter job title

What did you mainly do in your second job?

- Check special qualifications/training needed to do the job.

**Economic inactivity and incapacity for work**

## Annex 3

### **Eurostat:**

- European Community Household Panel, ECHP
- European Union Statistics on Income and Living Conditions, EU-SILC



## ECHP, European Community Household Panel

European Commission 2000: ECHP – 2001, Wave 8 Variable list DOC PAN 159/00, November 2000

The questions are repeated for the present job during the past 7 days, the previous job, the last job, the first job and additional job.

We do not show the “missing”, “not applicable” answer categories in the following excerpt.

We would like to start with your present work and daily activities. Are you at present working in a job or business normally involving at least 15 hours of work a week?

- Yes
- No

Even if you are not working at present, do you have a job or business normally involving at least 15 hours of work a week, but from which you are temporarily absent for some reason? This could be for any reason such as vacation, sickness or injury, maternity leave, bad weather, lay-off, labour dispute, or whatever.

- Yes
- No
- Not applicable

Is this ...

- working with an employer
  - in paid employment
  - in training under special scheme related to employment
  - in paid apprenticeship
- self-employment
- unpaid work in a family enterprise?

What is your present occupation? Please describe the principal activity you perform.

Code: ISCO / 2 digits (see Section II of document PAN 73)

Please describe the main activity of the local unit of the business or organisation where you work?

Code: NACE / 2 digits (see Section I of document PAN 73)

How many regular paid employees are there in the local unit of the business or organisation where you work? Please give an estimate.

- None
- 1 to 4
- 5 to 19
- 20 to 49

- 50 to 99
- 100 to 499
- 500 or more
- Not applicable

Does the business or organisation you work in belong to the private sector or to the public sector?

- Private sector, including non-profit private organisations
- Public sector, including para-statal

How many hours per week do you normally work in your main job or business?

Hours per week: \_\_\_\_\_

What type of employment contract do you have in your main job? Please indicate which of the following best describes your situation.

- Permanent employment
- Fixed-term or short-term contract
- Casual work with no contract
- Some other working arrangement

What is the total length of this contract?

- Less than 6 months
- 6 months to less than a year
- 1 year to under 2 years
- 2 years to under 5 years
- 5 years or more

What is your position in the business or organisation: Do you supervise or co-ordinate the work of any personnel?

- Yes
- No

Do you have any say on their pay or promotion?

- Yes
- No

How many hours per week do you work in your main job, including paid overtime if any?

Hours per week: \_\_\_\_\_

What is the main reason for working less than full-time?

- Undergoing education or training
- Housework, looking after children or other persons
- Personal illness or disability

- Want to work more hours, but cannot find a full-time job or work more hours in the present job
- Do not want to work more hours
- Work not considered part-time
- Other reasons

Please think of the last four working weeks, not counting holiday weeks. How many days were you absent in the last four working weeks because of illness or other reasons?

- None
- Number of days

Apart from your main work, have you also worked at an additional job or business or in agriculture at any time during the past 4 weeks?

- Yes
- No

What kind of activity is this?

Code: ISCO / 1 digit (see Section II of document PAN 73)

About how many hours per week did you work in your additional job or business? Please give an average figure for the last 4 working weeks.

Number of hours per week: \_\_\_\_\_

We would like to ask you about any changes of your activity that may have occurred during 2000. Here are the categories to describe your main activity status.

Main activity: job or business

- Paid employment, whether full-time or part-time
- Paid apprenticeship or training under special schemes related to employment
- Self-employment (with or without employees)
- Unpaid work in family enterprise

Main activity: other than job or business

- In education or training
- Unemployed
- Retired
- Doing housework, looking after children or other persons
- In community or military service
- Otherwise economically inactive

For each month in 2000 please indicate your main activity status according to above list.

## EU-SILC, European Union Statistics on Income and Living Conditions

European Commission 2000: Description of SILC User Database Variables: Cross-sectional and Longitudinal. Version 2007.1 from 01-03-09

National surveys collect the data for EU-SILC. The comparative measures and indicators of EU-SILC are defined in the Commission Regulation (EC) No. 1983/2003 of 7 November 2003.

### PL015: Person has ever worked

*LABOUR INFORMATION (Basic labour information on current activity status and on current main job, including information on last main job for unemployed)*

*Cross-sectional*

*Reference period: current*

*Unit: selected respondent (where applies) or all current household members aged 16 and over*

*Mode of collection: personal interview, proxy or registers*

#### Values

- 1 yes
- 2 no

#### Flags

- 1 filled
- 1 missing
- 2 na (PL030 = 1 or 2)
- 3 not selected respondent

Vacations jobs undertaken by students, from which they return to studies or to other non-work situation and any other casual work undertaken from time to time are disregarded.

Normally, having ever worked refers to persons who worked on full or partial time basis for at least 6 months

### PL030: Self-defined current economic status [labour status]

*LABOUR INFORMATION (Basic labour information on current activity status and on current main job, including information on last main job for unemployed)*

*Cross-sectional and longitudinal*

*Reference period: current*

*Unit: all current household members aged 16 and over*

*Mode of collection: personal interview, proxy or registers*

#### Values

- 1 Working full time
- 2 Working part-time
- 3 Unemployed

- 4 Pupil, student, further training, unpaid work experience
- 5 In retirement or in early retirement or has given up business
- 6 Permanently disabled or/and unfit to work
- 7 In compulsory military community or service
- 8 Fulfilling domestic tasks and care responsibilities
- 9 Other inactive person

#### Flags

- 1 filled
- 1 missing

#### The self-declared current 'main activity status'

The concept of 'current' implies that any definitive changes in the activity situation are taken into account. For instance, if a person has lost a job or has retired recently, or the activity status has changed otherwise in a definitive manner, then the situation as of the time of the interview should be reported. In this sense, 'current' overrides any concept of averaging over any specific reference period.

The target variable captures *the person's own perception* of their main activity at present. It differs from the ILO concept to the extent that people's own perception of their main status differs from the strict definitions used in the ILO definitions. For instance, many people who would regard themselves as full-time students or homemakers may be classified as ILO-employed if they have a part-time job. Similarly, some people who consider themselves 'unemployed' may not meet the strict ILO criteria of taking active steps to find work and being immediately available.

The self-declared main activity status is, in principle, determined on the basis of the most time spent, but no criteria have been specified explicitly.

The information should be coded using a single question and not derived from different questions in from the questionnaire. This question shouldn't in any case precede the questions on 'worked at least an hour', 'actively looking for a job in the previous 4 weeks' and 'are you available for work in the next 2 weeks'.

#### Work

"Work" means any work for pay or profit, even for as little as one hour per week. Pay includes cash payments or "payment in kind" (payment in goods or services rather than money). Also counted as working is anyone who receives wages for on-the-job training which involves the production of goods or services (ESA 11.13 f). Self-employed persons with a business, farm or professional practice are also considered to be working if one of the following applies :

- A person works in his own business, professional practice or farm for the purpose of earning a profit, even if the enterprise is failing to make a profit.
- A person spends time on the operation of a business, professional practice or farm even if no sales were made, no professional services were rendered, or nothing was

actually produced (for example, a farmer who engages in farm maintenance activities; an architect who spends time waiting for clients in his/her office; a fisherman who repairs his boat or nets for future operations; a person who attends a convention or seminar).

- A person is in the process of setting up a business, farm or professional practice; this includes the buying or installing of equipment, and ordering of supplies in preparation for opening a new business. An unpaid family worker is said to be working if the work contributes directly to a business, farm or professional practice owned or operated by a related member of the same household.

### Seasonal workers

During the off-season, seasonal workers cannot be considered as having a formal attachment to their high-season job – because they do not continue to receive a wage or salary from their employer although they may have an assurance of return to work.

### Maternity and paternity leave

Maternity leave is first given to the mother (but may include the leave of the father in the case of a transfer of the entitlements) and corresponds to the compulsory period of the leave stipulated by national legislation to ensure that mothers before and after childbirth have sufficient rest, or for a period to be specified according to national circumstances. People in maternity leave should always be considered as working.

### Parental leave

Parental leave can be taken either by the mother or the father and is the interruption of work in case of childbirth or to bring up a child of young age. It corresponds to the period when parents receive “parental leave benefit”. People in full-time parental leave should be treated as no working.

### Layoffs

A person on lay-off is one whose written or unwritten contract of employment, or activity, has been suspended by the employer for a specified or unspecified period at the end of which the person concerned has a recognised right or recognised expectation to recover employment with that employer.

Lay-offs are classified as working if they receive <sup>3</sup> 50% of their wage or salary from their employer or have an assurance of return to work within a period of 3 months.

### Full-time/part-time

The distinction between full-time and part-time work should be made on the basis of a spontaneous answer given by the respondent. It is impossible to establish a more exact distinction between part-time and full-time work, due to variations in working hours between Member States and also between branches of industry. By checking the answer with the number of hours usually worked, it should be possible to detect and even to correct implausible answers, since part-time work will hardly ever exceed 35 hours, while full-time work will usually start at about 30 hours.

**PL035: Worked at least 1 hour during the previous week**

*LABOUR INFORMATION (Basic labour information on current activity status and on current main job, including information on last main job for unemployed)*

*Cross-sectional*

*Reference period: previous week*

*Unit: selected respondent (where applies) or all current household members aged 16 and over*

*Mode of collection: personal interview, proxy or registers*

Values

- 1 Yes
- 2 No

Flags

- 1 filled
- 1 missing
- 2 no (Person is not employee or MS has other source to calculate the gender pay gap)
- 3 not selected respondent

A person is considered as working if he/her did any work for pay or profit during the reference week or was not working but had a job or business from which he/she was absent during the reference week.

**Did any work for pay or profit during the reference week(LFS definition)**

“Work” means any work for pay or profit during the reference week, even for as little as one hour. Pay includes cash payments or “payment in kind” (payment in goods or services rather than money), whether payment was received in the week the work was done or not. Also counted as working is anyone who receives wages for on-the-job training which involves the production of goods or services. Self-employed persons with a business, farm or professional practice are also considered to be working if one of the following applies :

- A person works in his own business, professional practice or farm for the purpose of earning a profit, even if the enterprise is failing to make a profit.
- A person spends time on the operation of a business, professional practice or farm even if no sales were made, no professional services were rendered, or nothing was actually produced (for example, a farmer who engages in farm maintenance activities; an architect who spends time waiting for clients in his/her office; a fisherman who repairs his boat or nets for future operations; a person who attends a convention or seminar).
- A person is in the process of setting up a business, farm or professional practice; this includes the buying or installing of equipment, and ordering of supplies in preparation for opening a new business. An unpaid family worker is said to be working if the work contributes directly to a business, farm or professional practice owned or

operated by a related member of the same household. Unpaid family work is any task directly contributing to the operation of the family farm or business.

*Conscripts performing some work for pay or profit during the reference week or not should always be coded 2.*

*Persons who works on their own small agriculture farm, who do not sell their products, but produce only for their own consumption:*

The classification as employment, and then code 1 should be ticked, depends on whether it falls within the production boundaries. When this production is included in national accounts, underlying employment must be identified. This depends on the relative quantitative importance of the production of agricultural products for own consumption in relation to the total supply of these products in a country.

Was not working but had a job or business from which he/she was absent during the reference week (LFS definition)

### Employees

A job exists if there is a definite and pre-scheduled arrangement between an employer and employee for regular work (that is, every week or every month), whether the work is full-time or part-time. The number of hours of work done each week or each month may vary considerably, but as long as some work is done on a regular and scheduled basis, a job is considered to exist.

### Long-term absence from work.

If the total absence from work (measured from the last day of work to the day on which the paid worker will return) has exceeded three months then a person is considered to have a job only if he/she continues to receive ( 50% of the wage or salary from their employer. If this is not the case, they should be coded 2 in PL035.

### Seasonal workers

During the off-season, seasonal workers cannot be considered as having a formal attachment to their high-season job— because they do not continue to receive a wage or salary from their employer although they may have an assurance of return to work. If they are not at work during the off-season, they should be coded 2 in PL035.

### Maternity and paternity leave

Maternity leave is first given to the mother (but may include the leave of the father in the case of a transfer of the entitlements) and corresponds to the compulsory period of the leave stipulated by national legislation to ensure that mothers before and after childbirth have sufficient rest, or for a period to be specified according to national circumstances.

Parental leave can be taken either by the mother or the father and is the interruption of work in case of childbirth or to bring up a child of young age. It should correspond to the period when parents receive “parental leave benefit”.



People in maternity leave should always be coded 1 in PL035.

People in full-time parental leave should be treated as a case of long term absence from work.

#### **For unpaid family workers**

The unpaid family worker can be said to have a job (code 1 in PL035) but not be at work if there is a definite commitment by the employer (a related household member) to accept his/her return to work and the total absence do not exceed a period of 3 months. In this point Eurostat diverges from the ILO recommendation. If the period of absence exceeds 3 months they should be coded 2 in PL035.

#### **For self-employed persons**

If self-employed persons are classified as being absent from work, then they are regarded as in employment (code 1 in PL035) only if they can be said to have a business, farm or professional practice. This is the case if one or more of the following conditions are met:

1. Machinery or equipment of significant value, in which the person has invested money, is used by him or his employees in conducting his business.
2. An office, store, farm or other place of business is maintained.
3. There has been some advertisement of the business or profession by listing the business in the telephone book, displaying a sign, distributing cards or leaflets, etc.

If none of these conditions is met, then the person is regarded as not being in employment and therefore should be coded 2 in PL035.

#### **Was not working because on lay-off**

A person on lay-off is one whose written or unwritten contract of employment, or activity, has been suspended by the employer for a specified or unspecified period at the end of which the person concerned has a recognised right or recognised expectation to recover employment with that employer.

Lay-offs are classified as employed (code 1 in PL035) if they receive 50% of their wage or salary from their employer or have an assurance of return to work within a period of 3 months.

Lay-offs are classified as unemployed (code 2 in PL035) if they receive less than 50% of their wage or salary from their employer, don't have assurance of return to work or have an agreed date but this date falls after a period of 3 months and if they are "available to start work in 2 weeks" and have "search for a job in the last 4 weeks".

Persons who find a job to start in the future should always be coded 2 in PL035.

#### **Slack work for technical or economic reasons**

A person in slack work for technical or economic reasons should have a formal attachment to his/her job and should be coded 1 in PL035.

**PL040: Status in employment [professional status]**

*LABOUR INFORMATION (Basic labour information on current activity status and on current main job, including information on last main job for unemployed)*

*Cross-sectional and longitudinal*

*Reference period: current/last situation*

*Unit: all current household members aged 16 and over*

*Mode of collection: personal interview, proxy or registers*

**Values**

- 1 self-employed with employees
- 2 self-employed without employees
- 3 employee
- 4 family worker

**Flags**

- 1 filled
- 1 missing
- 2 na (PL030 not = 1 or 2 and PL015 not = 1 and PL035 not = 1)

**Status in employment [professional status] in main job**

This variable refers to the main job. If multiple jobs are held or were held, the main job should be the one with the greatest number of hours usually worked.

**Self-employed with employees**

Self-employed persons with employees are defined as persons who work in their own business, professional practice or farm for the purpose of earning a profit, and who employ at least one other person.

If people working in the business, professional practice or farm, are not paid then he/she should be considered as self employed without staff.

**Self-employed without employees**

Self-employed persons without employees are defined as persons who work in their own business, professional practice or farm for the purpose of earning a profit, and who do not employ any other person.

Nevertheless he may engage members of his/her own family or apprenticed without payment. In this category one can find farmers working alone or using the assistance of members of family.

In particular:

- A woman who looks after one or more children that are not her own on a private basis and receiving a payment for this service is a self-employed.

- A freelancer should be classified as self-employed, although a person who has been regularly retained by a single employer for some time may also be regarded as an employee.

### Employee

Employees are defined as persons who work for a public or private employer and who receive compensation in the form of wages, salaries, fees, gratuities, payment by results or payment in kind; non-conscripted members of the armed forces are also included.

An employee is usually working for an outside employer, but a son or daughter, for example, who is working in a parent's firm and receives a regular monetary wage is classified here as an employee.

- A woman looking after children in her own home is classified as an employee if she is paid to do this by the local authority (or any other public administration) and if she doesn't take any decision affecting the enterprise (e.g. schedules or number of children) but as a self-employed if she does it privately.
- Apprentices, or trainees receiving remuneration should be considered as employees.
- Priests (of any kind of religion) are considered employees
- Persons who are simultaneously working in their own professional practice and for a public or private employer (e.g. doctors with their own cabinet and working in a hospital) should be classified according to the status where they work a more important number of hours.

### Family worker

Family workers are persons who help another member of the family to run an agricultural holding or other business, provided they are not considered as employees.

Persons working in a family business or on a family farm without pay should be living in the same household as the owner of the business or farm, or in a slightly broader interpretation, in a house located on the same plot of land and with common household interests. Such people frequently receive remuneration in the form of fringe benefits and payments in kind. However, that this applies only when the business is owned or operated by the individual themselves or by a relative. Thus, unpaid voluntary work done for charity should not be included.

The category includes,

- A son or daughter working in the parents' business or on the parents' farm without pay.
- A wife who assists her husband in his business, e.g. a haulage contractor, without receiving any formal pay.

### Members of producers' co-operatives

Members of producers' co-operatives should be considered as self-employed if in the co-operative, each member takes part on an equal footing with other members in determining the organisation of production, sales and /or other work of the establishment, the investments and the distribution of the proceeds of the establishment amongst their members.

In the case a co-operative hired workers and these workers have an employment contract that gives them a basic remuneration (which is not directly dependent upon the revenue of the co-operative), these workers are identified as employees of the co-operative.

Even if the co-operative has employees (e.g. an accountant) the members of the co-operative should be considered as "self-employed without employees" because the co-operative as an institution (and not any of its members) is the employer.

### PL050: Occupation (ISCO-88 (COM))

*LABOUR INFORMATION (Basic labour information on current activity status and on current main job, including information on last main job for unemployed)*

*Cross-sectional and longitudinal*

*Reference period: current/last situation*

*Unit: all current household members aged 16 and over*

*Mode of collection: personal interview, proxy or registers*

Values

ISCO Code (2 digits / ...)

Flags

1 filled

-1 missing

-2 na (PL030 not = 1 or 2 and PL015 not = 1 and PL035 not = 1)

Note: Only for PT, codes «11» and «12» grouped into «13»

This variable refers to the main job (current main job for people at work or last main job for people do not have a job). If multiple jobs are held or were held, the main job should be the one with the greatest number of hours usually worked.

The basis for the classification in the ISCO-88 scheme is the nature of the job itself and the level of skill required. A job is defined as the set of tasks and duties to be performed. Skills are the abilities to carry out the tasks and duties of a job. Skills consist of two dimensions: skill level and domain specialisation. The skill level is related to the level of educational attainment.

The questions needed for the classification by occupation are the job title associated with the main job and a further description of the tasks and duties.

For a few occupations, information on size group of workplace (the local unit of activity) is needed to code ISCO 88(COM).

This should be coded according to the ISCO-88 (COM) classification provided in annex, which is based upon ISCO-88, International Standard Classification of Occupations, published by the International Labour Force (Geneva, 1990).

**PL060: Number of hours usually worked per week in main job**

*LABOUR INFORMATION (Basic information on activity status during income reference period)*

*Cross-sectional and longitudinal*

*Reference period: current*

*Unit: all current household members aged 16 and over*

*Mode of collection: personal interview, proxy or registers*

Values

1 - 99                      number of hours

Flags

1    filled

-1   missing

-2   na (PL030 not = 1 or 2 and PL035 not = 1)

-6   Hours varying (even an average over 4 weeks is not possible)

If multiple jobs are held, the main job should be the one with the greatest number of hours usually worked. Persons having changed job during the reference week should regard the job at the end of the reference week as their main job.

The number of hours corresponds to *the number of hours the person normally works* in his/her main job. This covers all hours including extra hours, either paid or unpaid, which the person normally works, but excludes the travel time between the home and the place of work as well as the main meal breaks (normally taken at midday).

Persons who usually also work at home (within the definitions given below) are asked to include the number of hours they usually work at home. Apprentices, trainees and other persons in vocational training are asked to exclude the time spent in school or other special training centres.

Some persons, particularly the self-employed and family workers, may not have usual hours, in the sense that their hours vary considerably from week to week or month to month. When the respondent is unable to provide a figure for usual hours for this reason, the average of the hours actually worked per week over the past four weeks is used as a measure of usual hours. Code '-6' is applied to those cases where neither the number of usual hours nor an average number of hours worked over the past four weeks can be established.

For self-employed people, in particular, normal hours may also include work done at home, such as planning, record-keeping and so on.

Apprentices, trainees and other persons in vocational training should exclude the time spent in school or other special training centres.

### Persons who usually also work at home

This concept applies to many self-employed people, for example in artistic or professional activities, who work wholly or partly at home, often in a part of their living accommodation set aside for the purpose. However, if the place of work comprises a separate unit (for example, a doctor's surgery or tax consultant's practice) which is adjacent to the person's home but contains a separate entrance, then work performed there should not be considered to be done "at home". Similarly, a farmer is not to be regarded as working "at home" when he is occupied in fields or buildings adjacent to his house. In the case of employees, "working at home" should be interpreted strictly in terms of formal working arrangements, where it is mutually understood by the employee and the employer that a certain part of the work is to be done at home. Such an arrangement may be explicitly included in the terms of employment, or may be recognised in other ways (for example, if the employee explicitly notifies the employer of this work by completing a timesheet, or by requesting additional payment or other form of compensation). This arrangement is also recognised if an employee is equipped with a computer in his home in order to perform his work. Other typical examples of "working at home" include travelling salesmen who prepare at home for appointments with clients which are then held at the clients' offices or homes, or persons who do typing or knitting work which on completion is sent to a central location.

"Working at home" does not cover cases where employees carry out tasks at home (because of personal interest or pressure of time), which under their working arrangements might equally have been performed at their place of work.

PL070: Number of months spent at full-time work

PL072: Number of months spent at part-time work

PL080: Number of months spent in unemployment

PL085: Number of months spent in retirement

PL087: Number of months spent studying

PL090: Number of months spent in inactivity

[PL070: Number of months spent at full-time work in income reference period

PL072: Number of months spent at part-time work in income reference period

PL080: Number of months spent in unemployment in income reference period

PL085: Number of months spent in retirement in income reference period

PL087: Number of months spent studying in income reference period

PL090: Number of months spent in inactivity in income reference period]

LABOUR INFORMATION (Basic information on activity status during income reference period)

*Cross-sectional*

*Reference period: income reference period*

*Unit: all current household members aged 16 and over*

*Mode of collection: personal interview, proxy or registers*

#### Values

0 - 12 number of months

#### Flags

1 filled

-1 missing

The main activity in a month was “work” if the respondent worked (or was in paid apprenticeship or training) the majority of the weeks of the month.

If the main activity was not “part-time or full-time work” (i.e. the respondent did not work ), the status is self-defined.

A person had a job, but was temporarily absent because of maternity leave, injury or temporary disability, slack work for technical or economical reasons, ... is considered as ‘working’.

If more than one type of activities occur in the same month, priority should be given to economic activity (“main activity: work”) over non-economic activity and over inactivity. On the basis of this principle, the following rules may be used:

- If the respondent worked, at least during 2 weeks of the month, then variables PL070 or PL072 should be filled in.
- If more than one of the other situations apply in the same month, the respondent will select one on the basis of self-assessment. The criterion of most time spent may be useful where applicable.

#### Retired

Persons who left his/her job for age or other reasons.

#### Full-time/part-time

The distinction between full-time and part-time work should be made on the basis of a spontaneous answer given by the respondent. It is impossible to establish a more exact distinction between part-time and full-time work, due to variations in working hours between Member States and also between branches of industry. By checking the answer with the number of hours usually worked, it should be possible to detect and even to correct implausible answers, since part-time work will hardly ever exceed 35 hours, while full-time work will usually start at about 30 hours.

#### Values

In principle, according to the regulation, these variables take values between 1 and 12. But, that cause problems if the number of months spent at full-time work are f.e.12. In this case, variables PL072....PL090 should take value 0.

**PL100: Total number of hours usually worked in second, third... jobs**

**LABOUR INFORMATION** (Total number of hours worked on current second/third ... jobs)

*Cross-sectional*

*Reference period: current*

*Unit: all current household members aged 16 and over*

*Mode of collection: personal interview, proxy or registers*

Values

1 - 99 number of hours

Flags

1 filled

-1 missing

-2 na (person does not have a second job or PL030 not = 1 or 2)

The number of hours usually worked in second, third....jobs should be recorded.

See PL060

**PL140: Type of contract**

**LABOUR INFORMATION** (Detailed labour information)

*Cross-sectional and longitudinal*

*Reference period: current/last situation*

*Unit: Selected respondent (where applies) or all current household members aged 16 and over*

*Mode of collection: Personal interview (proxy as an exception) or registers*

Values

1 permanent job/work contract of unlimited duration

2 temporary job/work contract of limited duration

Flags

1 filled

-1 missing

-2 na (PL040 not = 3)

-3 not selected respondent

*This variable refers to the main job. If multiple jobs are held or were held, the main job should be the one with the greatest number of hours usually worked.*

This question is addressed only to employees. In the majority of Member States most jobs are based on written work contracts. However in some countries such contracts exist only for specific cases (for example in the public sector, for apprentices, or for other persons undergoing some formal training within an enterprise). Taking account of these different institutional arrangements the notions “temporary job” and “work contract of limited duration” (likewise “permanent job” and “work contract of unlimited duration”) describe situations which under different institutional frameworks can be regarded as similar. A job may be regarded as temporary if it is understood by both employer and



the employee that the termination of the job is determined by objective conditions such as reaching a certain date, completion of an assignment or return of another employee who has been temporarily replaced. In the case of a work contract of limited duration the condition for its termination is generally mentioned in the contract.

To be included in these groups are:

1. persons with a seasonal job
2. persons engaged by an employment agency or business and hired out to a third party for the carrying out of a “work mission” (unless there is a work contract of unlimited duration with the employment agency or business)
3. persons with specific training contracts. If there exists no objective criterion for the termination of a job or work contract these should be regarded as permanent or of unlimited duration.

What is involved is the actual employment being time-limited under an agreement - not that he/she has, for example, considered stopping work in order to travel or attend college. Students with jobs which they only reckon to have for as long as they are studying are thus not in a time-limited job.

Respondents who have a contract to do their job, which may be renewed, for example, once a year, should be coded according to whether or not the respondents themselves consider their job to be of an unlimited duration.

Contract for a probationary period when the contract finishes automatically at the end of the probationary period, necessitating a new contract if the person continues to be employed by the same employer, is considered as ‘temporary job’.

#### **PL150: Managerial position**

*LABOUR INFORMATION (Detailed labour information)*

*Cross-sectional*

*Reference period: current/last situation*

*Unit: Selected respondent (where applies) or all current household members aged 16 and over*

*Mode of collection: Personal interview (proxy as an exception) or registers*

#### **Values**

- 1 supervisory
- 2 non-supervisory

#### **Flags**

- 1 filled
- 1 missing
- 2 na (PL040 not = 3)
- 3 not selected respondent

## Supervisory

Supervisory responsibility includes formal responsibility for supervising a group of other employees (other than apprentices), whom they supervise directly, some times doing some of the work they supervise. It implies that the supervisor or foreman takes charge of the work, directs the work and sees that it is properly done.

**PL200: Number of years spent in paid work**

[Number of years spent in paid work (as employee or self-employee)]

*LABOUR INFORMATION (Activity history)*

*Longitudinal (see note below)*

*Reference period: working life*

*Unit: Selected respondent (where applies) or all current household members aged 16 and over*

*Mode of collection: Personal interview (proxy as an exception) or registers*

Values

0 - 65 number of years

Flags

1 filled

-1 missing

-2 na (person never worked)

-3 not selected respondent

This indicator provides a summary measure of the labour force experience of the individual.

The number of years, since starting the first regular job, that the person has spent at work, whether as an employee or self-employed.

When a person had a job, but was temporarily absent because of maternity leave, injury or temporary disability, slack work for technical or economical reasons, ... the related period is to be taken into account.

'At work' is self-defined. In cases where there is doubt, such as when the person spent a number of years working on a part-time basis, the person's own perception of whether their main activity was 'at work' or something else should be taken.

See PL190

## Note

For those MS using a 'rotational panel' as well as those MS using a 'pure panel' the variable PL200 will also be provided for EU-SILC cross-sectional component.

PL210A: Main activity on January

PL210B: Main activity on February

PL210C: Main activity on March

PL210D: Main activity on April

PL210E: Main activity on May

PL210F: Main activity on June  
PL210G: Main activity on July  
PL210H: Main activity on August  
PL210I: Main activity on September  
PL210J: Main activity on October  
PL210K: Main activity on November  
PL210L: Main activity on December

*LABOUR INFORMATION (Calendar of activities)*

*Longitudinal (see note below)*

*Reference period: income reference period*

*Unit: Selected respondent (where applies) or all current household members aged 16 and over*

*Mode of collection: Personal interview (proxy as an exception) or registers*

**Values**

- 1 Employee (full-time)
- 2 Employee (part-time)
- 3 Self-employed (full-time)
- 4 Self-employed (part-time)
- 5 Unemployed
- 6 Retired
- 7 Student
- 8 Other inactive
- 9 Compulsory military service

**Flags**

- 1 filled
- 1 missing
- 3 not selected respondent

The main activity in a month was “job or business” ( codes 1 to 4) if the respondent worked (or was in paid apprenticeship or training) the majority of the weeks.

If the main activity was not “job or business” (i.e. the respondent did not work), the status is self-defined.

A person had a job, but was temporarily absent because of maternity leave, injury or temporary disability, slack work for technical or economical reasons, ... is considered as ‘working’.

If more than one type of activities occur in the same month, priority should be given to economic activity (“main activity: job or business”) over non-economic activity and over inactivity. On the basis of this principle, the following rules may be used:

If the respondent worked, at least during 2 weeks of the month, (with main activity = ‘other than work’ in the remainder of the month), then code 1, 2, 3 or 4 should be ticked for the month.

If more than one of the other codes apply in the same month, the respondent will select one on the basis of self-assessment. The criterion of most time spent may be useful where applicable.

### **Employee**

Employees are defined as persons who work for a public or private employer and who receive compensation in the form of wages, salaries, fees, gratuities, payment by results or payment in kind; non-conscripted members of the armed forces are also included.

### **Self-employed**

Self-employed persons with employees are defined as persons who work in their own business, professional practice or farm for the purpose of earning a profit.

### **Retired**

Persons who left his/her job for age or other reasons.

### **Full-time/part-time**

The distinction between full-time and part-time work should be made on the basis of a spontaneous answer given by the respondent. It is impossible to establish a more exact distinction between part-time and full-time work, due to variations in working hours between Member States and also between branches of industry. By checking the answer with the number of hours usually worked, it should be possible to detect and even to correct implausible answers, since part-time work will hardly ever exceed 35 hours, while full-time work will usually start at about 30 hours.

### **Note**

For those MS using a 'rotational panel' as well as those MS using a 'pure panel' the variables PL210A-PL210L will also be provided for EU-SILC cross-sectional component.  
*See PL040*



## Annex 4

### Academic Surveys

- European Social Survey, ESS
  - Round 1, 2002/03
  - Round 4, 2008/09
- International Social Survey Programme, ISSP
  - ISSP general rules and recommendations
  - ISSP work orientation III
- European Values Study, EVS
  - Questionnaire EVS 1981
  - Questionnaire EVS 1990
  - Questionnaire EVS 1999/2000
  - Questionnaire EVS 2008

### Sources:

The European Social Surveys 2002, 2004, 2006 and 2008:

[http://www.europeansocialsurvey.org/index.php?option=com\\_content&view=article&id=63&Itemid=356](http://www.europeansocialsurvey.org/index.php?option=com_content&view=article&id=63&Itemid=356)

ISSP work orientation I II III

<http://www.gesis.org/en/services/data/survey-data/issp/modules-study-overview/work-orientations/1989/>

<http://www.gesis.org/en/services/data/survey-data/issp/modules-study-overview/work-orientations/1997/>

<http://www.gesis.org/en/services/data/survey-data/issp/modules-study-overview/work-orientations/2005/>

The European Values Studies 1981, 1990, 1999/2000, 2008:

<http://spitswww.uvt.nl/web/fsw/evs/documents/Surveys/In%20general/Ques1981.pdf>

<http://spitswww.uvt.nl/web/fsw/evs/documents/Surveys/In%20general/Ques1990.pdf>

[http://spitswww.uvt.nl/web/fsw/evs/documents/Surveys/Countries%20PDF/1999-2000/EVS\\_Master\\_1999\\_1.pdf](http://spitswww.uvt.nl/web/fsw/evs/documents/Surveys/Countries%20PDF/1999-2000/EVS_Master_1999_1.pdf)

<http://www.europeanvaluesstudy.eu/evs/surveys/survey-2008/masterquestionnaire.pdf>

## Main findings from selected academic survey questionnaires

We assign the selected questionnaire items from academically driven surveys to the same categories that we used to describe the data produced by the national statistical offices. Additional information on the labour force participation of the survey respondent's parents and partner is included in all social science surveys,.

### 1 Labour status

In academic surveys, the remuneration during a reference period defines the respondent's labour force status. Some questionnaires allow self-assessment by the respondent. "Part time", "full time" and different types of economic inactivity are the most frequent response categories.

### 2 Main job

The survey instruments generate the information needed to code the respondent's occupation into ISCO-88 or a national classification of occupations. In general, the data user is able to recode these national classifications into ISCO-88, thereby rendering the data internationally comparable.

## ESS 2002

The European Social Survey, Source Questionnaire (Round 1, 2002/3)). ESS DOCUMENT  
DATE: 01-08-02

F 8a:

Using this card, which of these descriptions applies to what you have been doing for the last 7 days?

Which others?

*Interviewer: Code all that apply*

Card F8a, 8b

- 01 in *paid work* (or away temporarily) (employee, self employed, working for your family business)
- 02 in *education*, even if on vacation (not paid for by employer)
- 03 *unemployed* and actively looking for a job
- 04 *unemployed*, wanting a job but not actively looking for a job
- 05 permanently *sick or disabled*
- 06 *retired*
- 07 in community or military service
- 08 doing *housework, looking after children or other persons*
- 09 (other)
- 88 (don't know)

*Interviewer: If more than one code at F8a*

F8b:

And which of these descriptions best describes your situation (in the last seven days)?

Card F8a, F8b again

*Filter:*

*If not in paid work*

*ask F9*

*If paid work (code 01 at F8a))*

*go to F12*

F9:

Can I just check, did you do any paid work (of an hour or more) in the last seven days?

- 1 yes go to F12
- 2 no ask F10
- 8 (don't know) ask F10

F 10:

Have you ever had a paid job?

- 1 yes ask F11
- 2 no go to F25



F11:

In what year were you last in a paid job?

Write in year \_\_\_\_\_

8888 (don't know)

Interviewer:

If respondent currently in work (at F8a or F9), ask F12 to F24 about *current* job; if not in paid work but had a job in the past (1 at F10) ask F12 to F24 about *last* job.

F12:

In your main job are/were you ...

- |   |  |           |
|---|--|-----------|
| 1 | an employee                            | go to F14 |
| 2 | self-employed                          | ask F13   |
| 3 | working for your own family's business | go to F14 |
| 8 | (don't know)                           | go to F14 |

F13:

How many employees (if any) do/did you have?

Write in number of employees \_\_\_\_\_ go to F15

8888 (don't know)

*Interviewer:*

*Ask if employee or family business or don't know (Codes 1, 3, 8 at F12)*

F14:

Do/did you have a work contract of ...

- |   |                     |
|---|---------------------|
| 1 | unlimited duration  |
| 2 | or limited duration |
| 8 | (don't know)        |

*Interviewer:*

*Ask all working/previously worked*

F15:

Including yourself, about how many people are/were employed at the place were you usually work/worked ...

- |   |                   |
|---|-------------------|
| 1 | ... under 10      |
| 2 | ... 10 to 24      |
| 3 | ... 25 to 99      |
| 4 | ... 100 to 499    |
| 5 | or, 500 and more? |
| 8 | (don't know)      |

F16:

In your main job, do/did you have any responsibility for supervising the job of other employees?

- |   |              |           |
|---|--------------|-----------|
| 1 | yes          | ask F17   |
| 2 | no           | go to F18 |
| 8 | (don't know) | go to F18 |

*Note: "Supervising" intended in the sense of both monitoring and being responsible for the work of others.*

F17:

How many people are/were you responsible for?

Write in \_\_\_\_\_  
8888 (don't know)

*Interviewer:*

*Ask all working/previously worked*

F18:

To what extent can/could you organise your own work? Can you ...

- |   |                   |
|---|-------------------|
| 1 | to a large extent |
| 2 | to some extent    |
| 3 | very little       |
| 4 | or not at all     |
| 8 | (don't know)      |

F19:

What are/were your total 'basic' or contracted hours each week (in your main job), excluding any paid or unpaid overtime?

Write in hours \_\_\_\_\_  
888 (don't know)

F20:

Regardless of your basic or contracted hours, how many hours do/did you *normally work* a week (in your main job), including any paid or unpaid overtime?

Write in hours \_\_\_\_\_  
888 (don't know)

F21 (ISCO):

What is/was the name or title of your main job?

Write in: \_\_\_\_\_

F22 (ISCO):

In your main job, what kind of work do/did you do most of the time?

Write in: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F23 (ISCO):

What training or qualifications are/were needed for the job?

Write in: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F24 (NACE):

What does/did the firm/organisation you work/worked for mainly make or do?

Write in: \_\_\_\_\_  
\_\_\_\_\_

*Researcher:*

*If additional country-specific questions are required for national occupation or industry coding system add here:*

F25:

Have you *ever* been unemployed and seeking work for a period of more than three month?

1	yes	ask F26
2	no	go to F28
8	(don't know)	go to F28

F26:

Have any of these periods lasted for 12 months or more?

1	yes
2	no
8	(don't know)

F27:

Have any of these periods been within the last 5 years?

1	yes
2	no
8	(don't know)

*Interviewer: Ask all*

*F33 Partner: Filter:*

*Respondent lives with husband/wife/partner at F4*

*ask F34*

*Respondent does not*

*go to F45*

F34a:

Which of the descriptions of this card applies to what he/she has been doing for the last 7 days?

Which others?

Interviewer: Code all that apply

Card F34a, 34b

01	in <i>paid work</i> (or away temporarily) (employee, self employed, working for your family business)
----	---

- 02 in *education*, even if on vacation (not paid for by employer)
- 03 *unemployed* and actively looking for a job
- 04 *unemployed*, wanting a job but not actively looking for a job
- 05 permanently *sick or disabled*
- 06 *retired*
- 07 in *community or military service*
- 08 doing *housework, looking after children or other persons*
- 09 (other)
- 88 (don't know)

*Interviewer: Ask if more than one code at F34a*

F34b:

And which of these descriptions best describes your situation (in the last seven days)?

Card F34a, F34b again

*Filter:*

*If not in paid work at F35*

*ask F36*

*If paid work (code 01 at F35)*

*go to F37*

F36:

Can I just check, did he/she do any paid work (of an hour or more) in the last 7 days?

- 1 yes ask F37
- 2 no go to F45
- 8 (don't know) go to F45

*Interviewer:*

*Ask if partner is in paid work at F35a or F36:*

F37 (ISCO):

What is the name or title of his/her main job?

Write in: \_\_\_\_\_

F38 (ISCO):

In his/her main job, what kind of work does he/she do most of the time?

Write in: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

F39 (ISCO):

What training or qualifications are needed for the job?

Write in: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Researcher:*

*If additional country-specific questions are required for national occupation or industry coding system add [here](#):*

F40:

In his/her main job is he/she ...

- |   |                                  |           |
|---|----------------------------------|-----------|
| 1 | an employee                      | go to F42 |
| 2 | self-employed                    | ask F41   |
| 3 | working for your family business | go to F42 |
| 8 | (don't know)                     | go to F42 |

F41:

How many employees (if any) does he/she have?

Write in number \_\_\_\_\_

8888 (don't know)

*Interviewer:*

*Ask if partner is in paid work at F35 a or F36:*

F42:

In his/her main job does he/she have any responsibility for supervising the job of other employees?

- |   |              |           |
|---|--------------|-----------|
| 1 | yes          | ask F43   |
| 2 | no           | go to F44 |
| 8 | (don't know) | go to F44 |

F43:

How many people is he/she responsible for?

Write in \_\_\_\_\_

8888 (don't know)

*Interviewer:*

*Ask if partner is in paid work at F35 a or F36:*

F44:

How many hours does he/she normally work a week (in his/her main job)? Please include any paid or unpaid overtime.

Write in hours \_\_\_\_\_

888 (don't know)

*Interviewer: Ask all*

F45:

What is the highest level of education your father achieved? Please use this card

Card F45

- |    |  |
|----|--|
| 01 | Not completed primary (compulsory) education   |
| 02 | Primary education or first stage of basic education  |
| 03 | Lower level secondary education or second stage of basic education                             |
| 04 | Upper secondary education  |
| 05 | Post-secondary, non tertiary education   |
| 06 | First stage of tertiary education (not leading directly to an advanced research qualification) |

- 07 Second stage of tertiary education (leading directly to an advanced research qualification)  
 88 (don't know)

F46:

When you were 14, did your father work as an employee, was he self-employed, or was he not working then?

- |   |   |           |
|---|---|-----------|
| 1 | employee                                    | go to F48 |
| 2 | self-employed                               | ask F47   |
| 3 | not working                                 | go to F51 |
| 4 | (father died/absent when respondent was 14) | go to F51 |
| 8 | (don't know)                                | go to F49 |

*Note: "Absent": not living in same household*

F47:

How many employees did he have?

- |   |              |           |
|---|--------------|-----------|
| 1 | None         | go to F49 |
| 2 | 1 to 24      | go to F49 |
| 3 | 25 or more   | go to F49 |
| 8 | (don't know) | go to F49 |

*Interviewer:*

*Ask if father employed (code 1 at F46)*

F48:

Did he have any responsibility for supervising the work of other employees?

- |   |              |
|---|--------------|
| 1 | yes          |
| 2 | no           |
| 8 | (don't know) |

*Interviewer:*

*Ask if father working or don't know (codes 1, 2, or 8 at F46)*

F49 (ISCO):

What was the name or title of his main job?

Write in: \_\_\_\_\_

F50:

Which of the descriptions on this card best describes the sort of work he did when you were 14?

Card F50:

- |    |  |
|----|--|
| 01 | Traditional professional occupations<br>such as: accountant – solicitor – medical practitioner – scientist – civil/mechanical engineer   |
| 02 | Modern professional occupations<br>such as: teacher – nurse – physiotherapist – social worker – welfare officer – artist – musician – police officer (sergeant or above) – software designer |

- 03 Clerical and intermediate occupations  
such as: secretary – personal assistant – clerical worker – office clerk – call centre agent – nursing auxiliary – nursery nurse
- 04 Senior manager or administrators  
(usually responsible for planning, organising and co-ordinating work and for finance)  
such as: finance manager – chief executive
- 05 Technical and craft occupations  
such as: motor mechanic – fitter – inspector – plumber – printer – tool maker – electrician – gardener – train driver
- 06 Semi-routine manual and service occupations  
such as: postal worker – machine operative – security guard – caretaker – farm worker – catering assistant – receptionist – sales assistant
- 07 Routine manual and service occupations  
such as: HGV (Heavy Goods Vehicle) driver – van driver – cleaner – porter – packer – sewing machinist – messenger – labourer – waiter/waitress – bar staff
- 08 Middle or junior managers  
such as: office manager – retail manager – bank manager – restaurant manager – warehouse manager – publican
- 88 (don't know)

*Interviewer: Ask all*

F51:

What is the highest level of education your mother achieved? Please use this card

Card F51

- 01 Not completed primary (compulsory) education
- 02 Primary education or first stage of basic education
- 03 Lower level secondary education or second stage of basic education
- 04 Upper secondary education
- 05 Post-secondary, non tertiary education
- 06 First stage of tertiary education (not leading directly to an advanced research qualification)
- 07 Second stage of tertiary education (leading directly to an advanced research qualification)
- 88 (don't know)

F52:

When you were 14, did your mother work as an employee, was she self-employed, or was she not working then?

- |   |   |           |
|---|---|-----------|
| 1 | employee                                    | go to F54 |
| 2 | self-employed                               | ask F53   |
| 3 | not working                                 | go to F57 |
| 4 | (mother died/absent when respondent was 14) | go to F57 |
| 8 | don't know                                  | go to F55 |

F53:

How many employees did she have?

- |   |              |           |
|---|--------------|-----------|
| 1 | None         | go to F55 |
| 2 | 1 to 24      | go to F55 |
| 3 | 25 or more   | go to F55 |
| 8 | (don't know) | go to F55 |

*Interviewer:*

*Ask if mother employed (code 1 at F52)*

F54:

Did she have any responsibility for supervising the work of other employees?

- |   |              |
|---|--------------|
| 1 | yes          |
| 2 | no           |
| 8 | (don't know) |

*Interviewer:*

*Ask if mother working or don't know (codes 1, 2, or 8 at F52)*

F55 (ISCO):

What was the name or title of her main job?

Write in: \_\_\_\_\_

F56:

Which of the descriptions on this card best describes the sort of work she did when you were 14?

Card F56:

- |    |  |
|----|--|
| 01 | Traditional professional occupations<br>such as: accountant – solicitor – medical practitioner – scientist – civil/mechanical engineer   |
| 02 | Modern professional occupations<br>such as: teacher – nurse – physiotherapist – social worker – welfare officer – artist – musician – police officer (sergeant or above) – software designer |
| 03 | Clerical and intermediate occupations<br>such as: secretary – personal assistant – clerical worker – office clerk – call centre agent – nursing auxiliary – nursery nurse                    |



- 04 Senior manager or administrators  
(usually responsible for planning, organising and co-ordinating work and for finance)  
such as: finance manager – chief executive
- 05 Technical and craft occupations  
such as: motor mechanic – fitter – inspector – plumber – printer – tool maker – electrician – gardener – train driver
- 06 Semi-routine manual and service occupations  
such as: postal worker – machine operative – security guard – caretaker – farm worker – catering assistant – receptionist – sales assistant
- 07 Routine manual and service occupations  
such as: HGV (Heavy Goods Vehicle) driver – van driver – cleaner – porter – packer – sewing machinist – messenger – labourer – waiter/waitress – bar staff
- 08 Middle or junior managers  
such as: office manager – retail manager – bank manager – restaurant manager – warehouse manager – publican
- 88 (don't know)

## ESS 2008

The European Social Survey, Source Questionnaire (Round 4, 2008/9)). ESS DOCUMENT  
DATE: 08-08-08

F 8a:

Using this card, which of these descriptions applies to what you have been doing for the last 7 days? Select all that apply.

Which others?

Interviewer: Code all that apply

Card F8a, 8c

- 01 in paid work (or away temporarily) (employee, self employed, working for your family business)
- 02 in education, (not paid for by employer) even if on vacation
- 03 unemployed and actively looking for a job
- 04 unemployed, wanting a job but not actively looking for a job
- 05 permanently sick or disabled
- 06 retired
- 07 in community or military service
- 08 doing housework, looking after children or other persons
- 09 (other)
- 88 (don't know)

F8b:

*Interviewer:*

*If more than one code at F8a*

*ask F8c*

*Only one code at F8a*

*go to F8d*

F8c:

And which of these descriptions best describes your situation (in the last seven days)?  
Please select only one.

*Interviewer: Code one answer only*

Card F8a, F8c again

F8d:

*Interviewer refer to F8a and code:*

*Respondent in paid work at F8a (code 01 at F8a)*

*go to F12*

*Respondent not in paid work (all not coded 01 at F8a)*

*ask F9*

F9:

Can I just check, did you do any paid work (of an hour or more) in the last seven days?

- 1 yes go to F12
- 2 no ask F10
- 8 (don't know) ask F10

F 10:

Have you ever had a paid job?

1      yes

ask F11

2      no

go to F27

F11:

In what year were you last in a paid job?

Write in year \_\_\_\_\_

8888 (don't know)

*Interviewer:*

*If respondent currently in work (code 01 at F8a or code 1 at F9), ask F12 to F25a about current job; if not in paid work but had a job in the past (code 1 at F10) ask F12 to F24 about last job.*

F12:

In your main job are/were you ...

1      an employee

go to F14

2      self-employed

ask F13

3      working for your own family's business

go to F14

8      (don't know)

go to F14

F13:

How many employees (if any) do/did you have?

Write in number of employees \_\_\_\_\_

go to F15

88888 (don't know)

*Interviewer:*

*Ask if employee or family business or don't know (Codes 1, 3, 8 at F12)*

F14:

Do/did you have a work contract of ...

1      ... unlimited duration

2      or limited duration

3      or do/did you have no contract?

8      (don't know)

*Interviewer:*

*Ask all working/previously worked*

F15:

Including yourself, about how many people are/were employed at the place were you usually work/worked ...

1      ... under 10

2      10 to 24

3      25 to 99

4      100 to 499

5      or 500 and more?

8      (don't know)

F16:

In your main job do/did you have any responsibility for supervising the job of other employees?

- |   |              |           |
|---|--------------|-----------|
| 1 | yes          | ask F17   |
| 2 | no           | go to F18 |
| 8 | (don't know) | go to F18 |

*Note: "Supervising" intended in the sense of both monitoring and being responsible for the work of others.*

F17:

How many people are/were you responsible for?

Write in \_\_\_\_\_  
88888 (don't know)

*Interviewer:*

*Ask all working/previously worked*

Card F18, F19:

I am going to read out a list of things about your working life. Using this card, please say how much the management at your work allows/allowed you ...

I have/had	I have/had
no influence	completecontrol
00 01 02 03 04 05 06 07 08 09 10	don't know 88

F18:

... to decide how your own daily work is/was organised?

F19:

... to influence policy decisions about the activities of the organisation?

F20:

What are/were your total 'basic' or contracted hours each week (in your main job), excluding any paid or unpaid overtime?

Write in hours \_\_\_\_\_  
888 (don't know)

F21:

Regardless of your basic or contracted hours, how many hours do/did you *normally work* a week (in your main job), including any paid or unpaid overtime?

Write in hours \_\_\_\_\_  
888 (don't know)

F22:

What does/did the firm/organisation you work/worked for mainly make or do?

Write in: \_\_\_\_\_  
\_\_\_\_\_

F23:

Which of the types of organisation on this card do/did you work for?

Code one answer only.

- 01 Central or local government
- 02 Other public sector (such as education and health)
- 03 A state-owned enterprise
- 04 A private firm
- 05 Self-employed
- 06 Other
- 08 (don't know)

F24 (ISCO):

What is/was the name or title of your main job?

Write in: \_\_\_\_\_

F25 (ISCO):

In your main job, what kind of work do/did you do most of the time?

Write in: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F26 (ISCO):

What training or qualifications are/were needed for the job?

Write in: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Researcher:*

*If additional country-specific questions are required for national occupation or industry coding system add here:*

F26:

In the last 10 years have you done any paid work in another country for a period of 6 month or more?

- 1 yes
- 2 no
- 8 (don't know)

F27:

Have you ever been unemployed and seeking work for a period of more than three months?

- |   |              |           |
|---|--------------|-----------|
| 1 | yes          | ask F28   |
| 2 | no           | go to F30 |
| 8 | (don't know) | go to F30 |

F28:

Have any of these periods lasted for 12 months or more?

- |   |              |
|---|--------------|
| 1 | yes          |
| 2 | no           |
| 8 | (don't know) |

F29:

Have any of these periods been within the last 5 years?

*Interviewer: Note: These periods refer to the periods of more than 3 months at F27*

- |   |              |
|---|--------------|
| 1 | yes          |
| 2 | no           |
| 8 | (don't know) |

*F35: Interviewer code:*

<i>Respondent live with husband/wife/partner (code 1 at F4)</i>	<i>ask F36</i>
<i>Respondent does not</i>	<i>go to F45</i>

F37a:

Which of the descriptions of this card applies to what he/she has been doing for the last 7 days? Which others?

Interviewer: Code all that apply

Card F37a, 37c

- |    |   |
|----|---|
| 01 | in <i>paid work</i> (or away temporarily) (employee, self employed, working for your family business) |
| 02 | in <i>education</i> (not paid for by employer) even if on vacation                                    |
| 03 | <i>unemployed</i> and actively looking for a job  |
| 04 | <i>unemployed</i> , wanting a job but not actively looking for a job                                  |
| 05 | permanently <i>sick or disabled</i>   |
| 06 | retired   |
| 07 | in <i>community or military service</i>   |
| 08 | doing <i>housework, looking after children or other persons</i>                                       |
| 09 | other   |
| 88 | (don't know)  |

*F37b: Interviewer code:*

<i>More than one code at F37a</i>	<i>ask F37c</i>
<i>Only one code at F37a</i>	<i>go to F38</i>

F37c:

And which of these descriptions best describes your situation (in the last seven days)?  
Please select only one.

Card F37a, F37c again

*Filter:*

*If not in paid work (codes 02 to 9, 88)*

*ask F38*

*If paid work (Code 01)*

*go to F39*

F38:

Can I just check, did he/she do any paid work (of an hour or more) in the last seven days?

1      yes

ask F39

2      no

go to F49

8      (don't know)

go to F49

*Interviewer:*

*Ask if partner is in paid work at (code 01 at F37a or code 1 at F38):*

F39 (ISCO):

What is the name or title of his/her main job?

Write in: \_\_\_\_\_

F40 (ISCO):

In his/her main job, what kind of work does he/she do most of the time?

Write in: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F41 (ISCO):

What training or qualifications are needed for the job?

Write in: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Researcher:*

*If additional country-specific questions are required for national occupation or industry coding system add here:*

F42:

In his/her main job is he/she ...

1      an employee

go to F44

2      self-employed

ask F43

3      working for your own family's business

go to F44

8      (don't know)

go to F44

F43:

How many employees (if any) does he/she have?

Write in number \_\_\_\_\_

88888 (don't know)

*Interviewer:*

*Ask if partner is in paid work (code 01 at F37a or code 1 at F38):*

F44:

In his/her main job does he/she have any responsibility for supervising the job of other employees?

- |   |              |           |
|---|--------------|-----------|
| 1 | yes          | ask F45   |
| 2 | no           | go to F46 |
| 8 | (don't know) | go to F46 |

F45:

How many people is he/she responsible for?

Write in \_\_\_\_\_

88888 (don't know)

*Interviewer:*

*Ask if partner is in paid work (code 01 at F37a or code 1 at F38):*

Card F46, F47:

I am going to read out a list of things about your partner's working life. Using this card, please say how much the management at his/her work allows him/her ...

- |                                  |                  |
|----------------------------------|------------------|
| He/she has                       | He/she has       |
| no influence                     | complete control |
| 00 01 02 03 04 05 06 07 08 09 10 |                  |

don't know 88

F46:

... to decide how his/her own daily work is organised?

F47:

... to influence the policy decisions about the activities of the organisation?

F48:

How many hours does he/she normally work a week (in his/her main job)? Please include any paid or unpaid overtime.

Write in hours \_\_\_\_\_

888 (don't know)



*Interviewer: Ask all*

F50:

When you were 14, did your father work as an employee, was he self-employed, or was he not working then?

- |   |   |           |
|---|---|-----------|
| 1 | employee                                    | go to F52 |
| 2 | self-employed                               | ask F51   |
| 3 | not working                                 | go to F55 |
| 4 | (father died/absent when respondent was 14) | go to F55 |
| 8 | (don't know)                                | go to F53 |

*Note: "Absent": not living in same household*

F51:

How many employees did he have?

- |   |              |           |
|---|--------------|-----------|
| 1 | None         | go to F53 |
| 2 | 1 to 24      | go to F53 |
| 3 | 25 or more   | go to F53 |
| 8 | (don't know) | go to F53 |

*Interviewer:*

*Ask if father employed (code 1 at F50)*

F52:

Did he have any responsibility for supervising the work of other employees?

- |   |              |
|---|--------------|
| 1 | yes          |
| 2 | no           |
| 8 | (don't know) |

*Interviewer:*

*Ask if father working or don't know (codes 1, 2, or 8 at F50)*

F53 (ISCO):

What was the name or title of his main job?

Write in: \_\_\_\_\_

F54:

Which of the descriptions on this card best describes the sort of work he did when you were 14?

*Interviewer:*

*Respondent must choose a category themselves.*

*If necessary add: "There is no right or wrong answer. Just choose the category you think fits best".*

Card F54:

- |    |  |
|----|--|
| 01 | Professional and technical occupations<br>such as: doctor – teacher – engineer – artist – accountant |
|----|--|

- 02 Higher administrator occupations  
such as: banker – executive in big business – high government official – union official
- 03 Clerical occupations  
such as: secretary – clerk – office manager – book keeper
- 04 Sales occupations  
such as: sales manager – shop owner – shop assistant – insurance agent
- 05 Service occupations  
such as: restaurant owner – police officer – waiter – caretaker – barber – armed forces
- 06 Skilled worker  
such as: foreman – motor mechanic – printer – tool and die maker – electrician
- 07 Semi-skilled worker  
such as: bricklayer – bus driver – cannery worker – carpenter – sheet metal worker – baker
- 08 Unskilled worker  
such as: labourer – porter – unskilled factory worker
- 09 Farmer  
such as: farmer – farm worker – tractor driver – fisherman
- 88 (don't know)

*Interviewer: Ask all*

F56:

When you were 14, did your mother work as an employee, was she self-employed, or was she not working then?

- 1 employee go to F58
- 2 self-employed ask F57
- 3 not working go to F61
- 4 (mother died/absent when respondent was 14) go to F61
- 8 don't know go to F59

F57:

How many employees did she have?

- 1 None go to F59
- 2 1 to 24 go to F59
- 3 25 or more go to F59
- 8 (don't know) go to F59

*Interviewer:*

*Ask if mother employed (code 1 at F56)*

F58:

Did she have any responsibility for supervising the work of other employees?

- 1      yes
- 2      no
- 8      (don't know)

*Interviewer:*

*Ask if mother working or don't know (codes 1, 2, or 8 at F56)*

F59 (ISCO):

What was the name or title of her main job?

Write in: \_\_\_\_\_

F60:

Which of the descriptions on this card best describes the sort of work she did when you were 14?

*Interviewer:*

*Respondent must choose a category themselves.*

*If necessary add: "There is no right or wrong answer. Just choose the category you think fits best".*

Card F60:

- 01    Professional and technical occupations  
      such as: doctor – teacher – engineer – artist – accountant
- 02    Higher administrator occupations  
      such as: banker – executive in big business – high government official – union official
- 03    Clerical occupations  
      such as: secretary – clerk – office manager – book keeper
- 04    Sales occupations  
      such as: sales manager – shop owner – shop assistant – insurance agent
- 05    Service occupations  
      such as: restaurant owner – police officer – waiter – caretaker – barber – armed forces
- 06    Skilled worker  
      such as: foreman – motor mechanic – printer – tool and die maker – electrician
- 07    Semi-skilled worker  
      such as: bricklayer – bus driver – cannery worker – carpenter – sheet metal worker – baker
- 08    Unskilled worker  
      such as: labourer – porter – unskilled factory worker
- 09    Farmer  
      such as: farmer – farm worker – tractor driver – fisherman
- 88    (don't know)

## ISSP general rules and recommendations

ISSP Demographic Methods Group (DMG): ISSP Background Variables Guidelines Version of 2009-08-27, unpublished

### WORK "Currently, formerly, or never in paid work"

#### 1. Measurement goal

The aim of this variable is to measure the respondent's current or former involvement in the labour market or economic activity. The extent and type of this involvement will be covered elsewhere.

#### 2. Filtering questions/respondent universe

Ask all.

#### 3. Variable definition/code list

WORK "Currently, formerly, or never in paid work"

- 1 Currently in paid work
- 2 Currently not in paid work, paid work in the past
- 3 Never had paid work
- 9 No answer

#### 4. Example question text(s)

Are you currently working for pay, did you work for pay in the past, or have you never been in paid work?

*By work we mean doing income-producing work, as an employee, self-employed or working for your own family's business, for at least one hour per week. If you temporarily are not working for pay because of temporary illness/parental leave/vacation/strike, etc., please refer to your normal work situation.*

*Please tick one box only.*

- 1 I am currently in paid work
- 2 I am currently not in paid work but I had paid work in the past
- 3 I have never had paid work

#### 5. Coding & classification instructions

Include all paid work for at least one hour per week.

#### 6. Other comments

The ISSP prefers the following sequence for the related questions in the questionnaires: WORK → WRKHRS → EMPREL → NEMPLOY → WRKSUP → NSUP → TYPORG1 → TYPORG2 → ISCO88 → MAINSTAT.

## WRKHRS "Hours worked weekly"

### 1. Measurement goal

The aim of this variable is to measure the total number of hours per week the respondent usually spends working for pay (summing up all jobs if the respondent has more than one), including any regular overtime (irrespective of whether this is paid or unpaid overtime).

### 2. Filtering questions/respondent universe

Ask if WORK = 1, respondent currently in paid work.

### 3. Variable definition/code list

WRKHRS "Hours worked weekly"

01	One hour
to	
96	96 hours or more
98	Don't know
99	No answer
00	NAP (Code 2 or 3 in WORK)

### 4. Example question text(s)

How many hours, on average, do you usually work for pay in a normal week, including overtime?

*If you work for more than one employer, or if you are both employed and self-employed, please count the total number of working hours that you do.*

*If you temporarily are not working because of temporary illness/parental leave/vacation/strike etc., please refer to your normal work situation.*

Please write in.

On average, I work.....hours a week, overtime included.

### 5. Coding & classification instructions

Round to full hours.

### 6. Other comments

See comment for WORK about question order.

## EMPREL "Employment relationship"

### 1. Measurement goal

The aim of this variable is to distinguish between employees and self-employed respondents.

### 2. Filtering questions/respondent universe

Ask if WORK=1 or 2, respondent in current or past paid work.

### 3. Variable definition/code list

EMPREL “Employment relationship”

- 1 Employee
- 2 Self-employed without employees
- 3 Self-employed with employees
- 4 Working for own family’s business
- 9 No answer
- 0 NAP (Code 3 in WORK)

### 4. Example question text(s)

Are/were you an employee, self-employed, or working for your own family’s business?  
 [TN: Country-specific terms such as ‘wage employee’ or ‘wage worker’ may be used here to clarify the meaning of “employee”. Self-employed includes terms such as ‘freelancers’, ‘independent professionals’, and other respondents working on their own account.]

*If you are both employed and self-employed, please refer to your main job.*

*If you are retired or not currently working, please refer to your last main job.*

*Please tick one box only.*

- 1 An employee
- 2 Self-employed without employees
- 3 Self-employed with employees
- 4 Working for your own family’s business

### 5. Coding & classification instructions

“Main” job refers to the self-assessed main job of the respondent.

“Working for own family’s business” refers to persons who are working in family business without being the owner – owners of a family business are self-employed –, and without having a formal employment contract – that would make them regular employees. Typical examples of people working in a family business are family members helping on a farm, in a small shop, or in a crafts enterprise.

The distinction of self-employed with/without employees serves to filter into NEMPLOY.

### 6. Other comments

See comment for WORK about question order.

## NEMPLOY “Self-employed: how many employees”

### 1. Measurement goal

The aim of this variable is to assess the size of the business of a self-employed respondent, in terms of number of employees.

### 2. Filtering questions/respondent universe

Ask if EMPREL=3, respondent self-employed with employees.

### 3. Variable definition/code list

NEMPLOY “Self employed: how many employees”

0001 1 employee  
to  
9995 9995 employees or more  
9999 No answer  
0000 NAP (Code 1, 2, 4, 0 in EMPREL)

### 4. Example question text(s)

How many employees do/did you have, not counting yourself?

*Please write in.*

.....employees.

### 5. Coding & classification instructions

Please code the number of employees as exactly as possible. Exclude the respondent himself/herself.

An employee is any person with a regular labour contract, irrespective of family relationship; thus also fixed-term employees or formally employed family members should be included.

### 6. Other comments

See comment for WORK about question order.

## WRKSUP “Supervise other employees”

### 1. Measurement goal

The aim of this variable is to measure whether the respondent supervises/supervised others at work. Supervision is to be understood as a leadership function of monitoring and being responsible for the work of others.

### 2. Filtering questions/respondent universe

Ask if WORK=1 or 2, respondent in current or past paid work.

### 3. Variable definition/code list

WRKSUP “Supervise other employees”

1 Yes  
2 No  
9 No answer  
0 NAP (Code 3 in WORK)

### 4. Example question text(s)

Do/did you supervise other employees?

[TN: Supervision is to be understood as a leadership function of monitoring and being responsible for the work of others.]

*If you work for more than one employer, or if you are both employed and self-employed, please refer to your main job.*

*If you are retired or not currently working, please refer to your last main job.*

*Please tick one box only.*

- 1      Yes
- 2      No

## 5. Coding & classification instructions

no

## 6. Other comments

See EMPREL for “main” job.

See NSUP for “number of employees supervised”.

See comment for WORK about question order.

## NSUP “Number of other employees supervised”

### 1. Measurement goal

The aim of this variable is to measure the number of other employees the respondent has/had the responsibility to supervise. Supervision is to be understood as a leadership function of monitoring and being responsible for the work of others.

### 2. Filtering questions/respondent universe

Ask if WRKSUP =1, the respondent is/was responsible for supervising other employees.

### 3. Variable definition/code list

NSUP “Number of other employees supervised”

0001 1 employee

to

9995 9995 employees or more

9999 No answer

0000 NAP (Code 2, 0 in WRKSUP)

### 4. Example question text(s)

How many other employees do/did you supervise?

[TN: Supervision is to be understood as a leadership function of monitoring and being responsible for the work of others.]

*Please write in.*

.....employees.

## 5. Coding & classification instructions

Please code the number of employees as exactly as possible.



6. Other comments

See WRKSUP for “supervision yes/no”.  
See comment for WORK about question order.

TYPORG1 “Type of organisation, for-profit/non-profit”

1. Measurement goal

The aim of variables TYPORG1 and TYPORG2 is to measure (1) whether the goal of the organisation the respondent is working for is for-profit or non-profit, and (2) what the ownership status of this organisation is. By combining these two dimensions, four analytically relevant categories depicting a horizontal division in the labour market can be distinguished.

		TYPORG1	
		For-profit	Non-profit
TYPORG2	Public	1	2
	Private	3	4

TYPORG1 deals with the main goal of the organisation the respondent is working for. “For- profit” refers to material profit, understood as a *gain for the benefit of the owners of the business*. Organisations which generate revenue, but use this to subsidise a designated organisational purpose other than the owners’ profit, are counted as non-profit organisations. Thus, economic activities of charitable, scientific, political, or environmental organisations, etc. should not be understood as for-profit economic activities. State-owned companies or collectively owned organisations such as cooperatives will in contrast often be for-profit organisations – if the main goal is material profit.

2. Filtering questions/respondent universe

Ask if WORK=1 or 2, respondent in current or past paid work.

3. Variable definition/code list

TYPORG1 “Type of organisation, for-profit/non-profit”

- 1 For-profit organisation
- 2 Non-profit organisation
- 8 Don’t know
- 9 No answer
- 0 NAP (Code 3 in WORK)

4. Example question text(s)

Do/did you work for a for-profit organisation or for a non-profit organisation?  
[TN: If necessary, clarify for-profit or non-profit organisation by giving examples typical for your country.]

*If you work for more than one employer, or if you are both employed and self-employed, please refer to your main job.*

*If you are retired or not currently working, please refer to your last main job.*

*Please tick one box only.*

- 1      I work/ed for a for-profit organisation
- 2      I work/ed for a non-profit organisation

## 5. Coding & classification instructions

no

## 6. Other comments

See comment for WORK about question order.

We recommend asking the for-profit/non-profit question before the public/private question. The advantage is that respondents working for a publicly owned company could otherwise believe that the question on “profit” somehow indicates “personal profit”, i.e. bribes etc.

Both the for-profit/non-profit and the public/private question wordings should encourage respondents to provide their self-assessment of belonging to one category in each of the questions.

See EMPREL for “main” job.

## TYPORG2 “Type of organisation, public/private”

### 1. Measurement goal

The aim of variables TYPORG1 and TYPORG2 is to measure (1) whether the goal of the organisation the respondent is working for is for profit or non-profit, and (2) what the ownership status of this organisation is. By combining these two dimensions, four analytically relevant categories depicting a horizontal division in the labour market can be distinguished.

		TYPORG1	
		For-profit	Non-profit
TYPORG2	Public	1	2
	Private	3	4

TYPORG2 deals with the main ownership status of the organisation or firm the respondent is working for. Identifying the main ownership status of an organisation or firm will be easiest for a respondent by being asked about his/her actual employer.

A “public employer” includes any of state, government, public administration, local government, army, police, juridical/legal system, civil service, municipality or federation of municipalities, and local communities, as well as other types of organisations where the main owner is the state: publicly owned for-profit organisations (e.g., a state owned oil-company) or publicly owned non-profit organisations (e.g. a publicly owned hospital).

Note that the public category should be read to mean only state-ownership in a strict sense. Charities, foundations, cooperatives, etc. are therefore usually private owners. For mixed ownership, a 50% rule can suffice to determine public vs. private ownership, e.g., a company with 60% private ownership should be assigned to “private employer”.

## 2. Filtering questions/respondent universe

Ask if WORK=1 or 2, respondent in current or past paid work.

## 3. Variable definition/code list

TYPORG2 “Type of organisation, public/private”

- 1 Public employer
- 2 Private employer
- 8 Don't know
- 9 No answer
- 0 NAP (Code 3 in WORK)

## 4. Example question text(s)

Do/did you work for a public or a private employer?

[TN: If necessary, clarify public or private employer by giving examples typical for your country.]

*If you work for more than one employer, or if you are both employed and self-employed, please refer to your main job.*

*If you are retired or not currently working, please refer to your last main job.*

*Please tick one box only.*

Public employer

Private employer

## 5. Coding & classification instructions

no

## 6. Other comments

See comment for WORK about question order.

Both the for-profit/non-profit and the public/private question wordings should encourage respondents to provide their self-assessment of belonging to one category in each of the questions.

See EMPREL for “main” job.

## ISCO88 “Occupation ISCO 1988”

### 1. Measurement goal

The aim of this variable is to measure the respondent's current or former main occupation, using the 4-digit 1988 ISCO/ILO occupation codes.

### 2. Filtering questions/respondent universe

Ask if WORK=1 or 2, respondent in current or past paid work.

### 3. Variable definition/code list

ISCO88 “Occupation ISCO 1988”

0110

to

9333 (ISCO88 unit codes)

9998 Don’t know, inadequately described

9999 No answer

0000 NAP (Code 3 in WORK)

### 4. Example question text(s)

Three example questions are provided: ISCO88\_1, ISCO88\_2, and ISCO88\_3. We strongly suggest that occupation is asked using at least two questions, and that priority should be given to the information asked for in ISCO88\_1 and ISCO88\_2.

#### ISCO88\_1

What is/was your occupation – i.e., what is/was the name or title of your main job?

*If you work for more than one employer, or if you are both employed and self-employed, please refer to your main job.*

*If you are retired or not currently working, please refer to your last main job.*

*Please write in and describe as clearly as possible.*

My occupation is/was: .....

.....

#### ISCO88\_2

In your main job, what kind of activities do/did you do most of the time?

*If you work for more than one employer, or if you are both employed and self-employed, please refer to your main job.*

*If you are retired or not currently working, please refer to your last main job.*

*Please write in and describe as clearly as possible.*

.....

.....

#### ISCO88\_3

What does/did the firm/organisation you work/worked for mainly make or do – i.e., what kind of production/function is/was performed at your workplace?

*If you work for more than one employer, or if you are both employed and self-employed, please refer to your main job.*

*If you are retired or not currently working, please refer to your last main job.*

*Please write in and describe as clearly as possible.*

.....

.....

## 5. Coding & classification instructions

Occupations should be coded on the *4-digit level* of ISCO88. Occupational area 0 (Armed Forces occupations) needs some special attention. Since the ISCO variable is numeric, the 4-digit code 0110 will usually appear as 110 in the data file. It is therefore suggested that the only valid 3-digit code in the data file is 110 (Armed Forces).

In some special cases information concerning the occupation may be insufficient for 4-digit coding. Instead of coding these cases as [9998] “inadequately described” use 3-digit coding. In those very special cases where 3-digit coding is applied, fill in a zero for the missing digit. Example: code 131 is coded as 1310.

## 6. Other comments

See comment for WORK about question order.

See EMPREL for “main” job.

## MAINSTAT “Main status” [labour status]

### 1. Measurement goal

The aim of this variable is to measure the current main status of the respondent. In combination with WORK it is possible to identify whether respondents have dual statuses, e.g. in paid work and student.

### 2. Filtering questions/respondent universe

Ask all.

### 3. Variable definition/code list

MAINSTAT «Main status»

- |    |   |
|----|---|
| 01 | In paid work  |
| 02 | Unemployed and looking for a job                    |
| 03 | In education  |
| 04 | Apprentice or trainee                               |
| 05 | Permanently sick or disabled                        |
| 06 | Retired   |
| 07 | Domestic work                                       |
| 08 | In compulsory military service or community service |
| 09 | Other   |
| 99 | No answer   |

### 4. Example question text(s)

Which of the following *best* describes your current situation?

[TN: If there is no such thing as compulsory military or community service in your country, please omit category 8.]

*If you temporarily are not working because of temporary illness/parental leave/vacation/strike etc., please refer to your normal work situation.*

*Please tick one box only.*

- 01 In paid work (as an employee, self-employed, or working for your own family's business)
- 02 In paid work (as an employee, self-employed, or working for your own family's business)
- 03 Unemployed and looking for a job
- 04 In education (not paid for by employer), in school/student/pupil even if on vacation
- 05 Apprentice or trainee
- 06 Permanently sick or disabled
- 07 Retired
- 08 Doing housework, looking after the home, children or other persons
- 09 In compulsory military service or community service
- 10 Other

#### 5. Coding & classification instructions

In case of multiple answers in self-completion, please use the lowest score.

#### 6. Other comments

"Main" status refers to the self-assessed main status of the respondent.

See comment for WORK about question order.

### SPWORK "Spouse, partner: currently, formerly or never in paid work"

#### 1. Measurement goal

The aim of this variable is to measure the spouse's/partner's current or former involvement in the labour market or economic activity. The extent and type of this involvement will be covered elsewhere.

#### 2. Filtering questions/respondent universe

Ask if PARTLIV = 1 or 2, respondent is in a steady partnership.

#### 3. Variable definition/code list

SPWORK "Spouse, partner: currently, formerly or never in paid work"

- 1 Currently in paid work
- 2 Currently not in paid work, paid work in the past
- 3 Never had paid work
- 9 No answer
- 0 NAP (Code 3 in PARTLIV)

#### 4. Example question text(s)

Is your spouse/partner currently working for pay, did he/she work for pay in the past, or has he/she never been in paid work?

*By work we mean doing income-producing work, as an employee, self-employed or working for his/her own family's business, for at least one hour per week. If he/she temporarily is not working for pay because of temporary illness/parental leave/vacation/strike, etc., please refer to his/her normal work situation.*

*Please tick one box only.*

- 1 He/she is currently in paid work
- 2 He/she is currently not in paid work but he/she had paid work in the past
- 3 He/she has never had paid work

#### 5. Coding & classification instructions

Include all paid work for at least one hour per week.

#### 6. Other comments

The ISSP prefers the following question order:

SPWORK → SPWRKHRS → SEMPREL → SPWRKSUP → SPISCO88 → SPMAINST.

#### SPWRKHRS "Spouse, partner: hours worked weekly"

##### 1. Measurement goal

The aim of this variable is to measure the total number of hours per week the spouse/partner usually spends working (summing up all jobs if the respondent has more than one), including any regular overtime (irrespective of whether this is paid or unpaid overtime).

##### 2. Filtering questions/respondent universe

Ask if SPWORK = 1, spouse/partner currently in paid work.

##### 3. Variable definition/code list

SPWRKHRS "Spouse, partner: hours worked weekly, spouse"

- 01 1 hour
- to
- 96 96 hours or more
- 98 Don't know
- 99 No answer
- 00 NAP (Code 2 or 3 in SPWORK)

##### 4. Example question text(s)

How many hours, on average, does your spouse/partner usually work for pay in a normal week, including overtime?

*If he/she works for more than one employer, or if he/she is both employed and self-employed, please count the total number of working hours that he/she does.*

*If he/she temporarily is not working because of temporary illness/parental leave/vacation/strike etc., please refer to his/her normal work situation.*

*Please write in.*

On average, he/she works.....hours a week, overtime included.

**5. Coding & classification instructions**

Round to full hours.

**6. Other comments**

See comment for SPWORK about question order.

**SPEMPREL "Spouse, partner: employment relationship"****1. Measurement goal**

The aim of this variable is to distinguish between spouses/partners being employees and self-employed spouses/partners.

**2. Filtering questions/respondent universe**

Ask if SPWORK=1 or 2, spouse/partner in current or past paid work.

**3. Variable definition/code list**

SPEMPREL "Spouse, partner: employment relationship"

- 1 Employee
- 2 Self-employed without employees
- 3 Self-employed with employees
- 4 Working for own family's business
- 9 No answer
- 0 NAP (Code 3 in SPWORK)

**4. Example question text(s)**

Is/was your spouse/partner an employee, self-employed, or working for his/her own family's business?

[TN: Country-specific terms such as 'wage employee' or 'wage worker' may be used here to clarify the meaning of "employee".]

*If he/she is both employed and self-employed, please refer to his/her main job.*

*If he/she is retired or not currently working, please refer to his/her last main job.*

*Please tick one box only.*

- 1 An employee
- 2 Self-employed without employees
- 3 Self-employed with employees
- 4 Working for his/her own family's business

**5. Coding & classification instructions**

See instructions at EMPREL.

**6. Other comments**

See comment on EMPREL.

See comment for SPWORK about question order.



## SPWRKSUP "Spouse, partner: supervise other employees"

### 1. Measurement goal

The aim of this variable is to measure whether the spouse/partner supervises/supervised others at work. Supervision is to be understood as a leadership function of monitoring and being responsible for the work of others.

### 2. Filtering questions/respondent universe

Ask if SPWORK=1 or 2, spouse/partner in current or past paid work.

### 3. Variable definition/code list

SPWRKSUP "Spouse, partner: supervise other employees"

- 1 Yes
- 2 No
- 8 Don't know
- 9 No answer
- 0 NAP (Code 3 in SPWORK)

### 4. Example question text(s)

Does/did your spouse/partner supervise other employees?

[TN: Supervision is to be understood as a leadership function of monitoring and being responsible for the work of others.]

*If he/she works for more than one employer, or if he/she is both employed and self-employed, please refer to his/her main job.*

*If he/she is retired or not currently working, please refer to his/her last main job.*

*Please tick one box only.*

- 1 Yes
- 2 No

### 5. Coding & classification instructions

no

### 6. Other comments

See comment for SPWORK about question order.

## SPISCO88 "Spouse, partner: occupation ISCO 1988"

### 1. Measurement goal

The aim of this variable is to measure the spouse's/partner's current or former main occupation, using the 4-digit 1988 ISCO/ILO occupation code.

### 2. Filtering questions/respondent universe

Ask if SPWORK=1 or 2, spouse/partner in current or past paid work.

### 3. Variable definition/code list

SPISCO88 "Spouse, partner: occupation ISCO 1988"

0110

to

9333 (ISCO88 unit codes)

9998 Don't know, inadequately described

9999 No answer

0000 NAP (Code 3 in SPWORK)

### 4. Example question text(s)

Three example questions are provided: SPISCO88\_1, SPISCO88\_2, and SPISCO88\_3. We strongly suggest that occupation is asked using at least two questions, and that priority should be given to the information asked for in SPISCO88\_1 and SPISCO88\_2.

#### SPISCO88\_1

What is/was your spouse's/partner's occupation – i.e., what is/was the name or title of his/her main job?

*If he/she works for more than one employer, or if he/she is both employed and self-employed, please refer to his/her main job.*

*If he/she is retired or not currently working, please refer to his/her last main job.*

*Please write in and describe as clearly as possible.*

His/her occupation is/was: .....

.....

#### SPISCO88\_2

In his/her main job, what kind of activities does/did he/she do most of the time?

*If he/she works for more than one employer, or if he/she is both employed and self-employed, please refer to his/her main job.*

*If he/she is retired or not currently working, please refer to his/her last main job.*

*Please write in and describe as clearly as possible.*

.....

.....

#### SPISCO88\_3

What does/did the firm/organisation he/she work/worked for mainly make or do – i.e., what kind of production/function is/was performed at his/her workplace?

*If he/she works for more than one employer, or if he/she is both employed and self-employed, please refer to his/her main job.*

*If he/she is retired or not currently working, please refer to his/her last main job.*

*Please write in and describe as clearly as possible.*

.....

.....

### 5. Coding & classification instructions

Occupations should be coded on the *4-digit level* of ISCO88. Occupational area 0 (Armed Forces occupations) needs some special attention. Since the ISCO variable is numeric, the 4-digit code 0110 will appear as 110 in the data file. It is therefore suggested that the only valid 3-digit code in the data file is 110 (Armed Forces).

In some special cases information concerning the occupation may be insufficient for 4-digit coding. Instead of coding these cases as [9998] “inadequately described”, use 3-digit coding. In those very special cases where 3-digit coding is applied, fill in a zero for the missing digit. Example: code 131 is coded as 1310.

### 6. Other comments

See comment for SPWORK about question order.

## SPMAINST “Spouse, partner: main status” [labour status]

### 1. Measurement goal

The aim of this variable is to measure the current main status of the spouse/partner. In combination with WORK it is possible to identify whether the respondents’ spouses/partners have dual statuses, e.g. in paid work and student.

### 2. Filtering questions/respondent universe

Ask if PARTLIV = 1 or 2, respondent is in a steady partnership.

### 3. Variable definition/code list

SPMAINST “Spouse, partner: main status”

- 01 In paid work
- 02 Unemployed and looking for a job
- 03 In education
- 04 Apprentice or trainee
- 05 Permanently sick or disabled
- 06 Retired
- 07 Domestic work
- 08 In compulsory military service or community service
- 09 Other
- 99 No answer
- 00 NAP (Code 3 in PARTLIV)

### 4. Example question text(s)

Which of the following *best* describes your spouse’s/partner’s current situation?

[TN: If there is no such thing as compulsory military or community service in your country, please omit category 8.]

*If he/she temporarily is not working because of temporary illness/parental leave/vacation/strike etc., please refer to his/her normal work situation.*

*Please tick one box only.*

- 1 In paid work (as an employee, self-employed, or working for his/her own family's business)
- 2 Unemployed and looking for a job
- 3 In education (not paid for by employer), in school/student/pupil even if on vacation
- 4 Apprentice or trainee
- 5 Permanently sick or disabled
- 6 Retired
- 7 Doing housework, looking after the home, children or other persons
- 8 In compulsory military service or community service
- 9 Other

**5. Coding & classification instructions**

In case of multiple answers in self-completion, please use the lowest score.

**6. Other comments**

See comment for SPWORK about question order.

## ISSP 2005 International Social Survey Programme 2005: Work Orientation III

<http://zacat.gesis.org/webview/index.jsp?object=http://zacat.gesis.org/obj/fStudy/ZA4350> (18.01.2010)

Variable WRKST : R: Current employment status [labour status]

Literal Question

Current employment status, current economic position, main source of living

- 01 Employed-full time
- 02 Employed-part time
- 03 Employed less than part-time
- 04 Helping family member
- 05 Unemployed
- 06 Student, at school, vocational training
- 07 Retired
- 08 Housewife, -man, home duties
- 09 Permanently disabled
- 10 Other, not in labour force
- 97 Refused
- 98 Don't know
- 99 No answer

Variable WRKHRS : R: Hours worked weekly

Literal Question

Working hours - number of hours (usually) worked weekly

- 00 NAP (not in paid work, never had a job, unemployed, not in labour force)/Not available
- 01 1 hour (lowest value)
- 96 96 hours or more (highest value)
- 97 Refused
- 98 Don't know, can't say varies too much
- 99 No answer

Variable ISCO88 : R: Occupation ILO,ISCO 1988 4-digit

Literal Question

Respondent's Occupation ISCO 1988

- 0000NAP (not in labour force, never had a job, never been in paid work, not in paid work); not available
- 9996Not classifiable; inadequately described
- 9997Refused
- 9998Don't know
- 9999No answer

Variable WRKTYPE : R: Workg f priv.,pub sector, selfempl.

Literal Question

Private vs. public - Working for private versus public sector.

- 0 NAP (unemployed, not in labour force, never had a job, not in paid work, not working); not available
  - 1 Work for government
  - 2 Public owned firm, national industry
  - 3 Private firm, others
  - 4 Self-employed
  - 8 Can't choose
  - 9 No answer; don't know
- in Bulgaria (BG):
- 5 Cooperative
- in Great Britain (GB):
- 5 Other, charity, voluntary sector
- in South Africa (ZA):
- 5 Others

Variable NEMPLOY : R: Self-employed - number of employees

Literal Question

(If self-employed in current/last job) Do you have any employees? If so, how many? (exact number of employees)

- 0000 NAP (none, never had a job, not in labour force, not self-employed); not available
- 0001 Lowest number of employees to
- 1800 Highest number of employees
- 9995 No employee
- 9997 Refused
- 9998 Don't know
- 9999 No answer

Variable WRKSUP : R: Supervises others at work

Literal Question

Respondent supervises at work

- 0 NAP (unemployed, not in labour force, never had a job)
- 1 Yes, supervise
- 2 No, do not supervise
- 7 Refused
- 8 Don't know
- 9 No answer

**Variable SPWRKST : S-P: Current employment status [labour status]**

**Literal Question**

Spouse / partner: current employment status, current economic position, main source of living

- 00 NAP (not married, no spouse/partner); not available
- 01 Full-time employed, main job
- 02 Part-time employed, main job
- 03 Less than part-time
- 04 Help family member
- 05 Unemployed
- 06 Student, at school, education
- 07 Retired
- 08 Housewife, -man, home duties
- 09 Permanently disabled
- 10 Other, not in labour force
- 97 Refused
- 98 Don't know
- 99 No answer

**Variable SPISCO88 : S-P: Occupation ILO,ISCO 1988 4-digit**

**Literal Question**

Spouse / partner: Occupation ISCO 1988

- 0000NAP (not married/no partner; spouse/partner not in labour force, never had a job); not available
- 9996Not classifiable; inadequately described
- 9997Refused
- 9998Don't know
- 9999No answer

**Variable SPWRKTYP : S-P:Workg f priv,pub sector,self-empl.**

**Literal Question**

Spouse / partner: Private vs. public - Working for private versus public sector.

- 0 NAP (not married, no partner, not in labour force, never had a job); not available
  - 1 Work for government
  - 2 Public owned firm, national industry
  - 3 Private firm, others
  - 4 Self employed
  - 8 Can't choose
  - 9 No answer; don't know
- in Bulgaria (BG):
- 0 Not available
- in Great Britain (GB):
- 5 Other, charity, voluntary sector
- in South Africa (ZA):
- 5 Other

**Variable V27 : Respondent currently working for pay**

Literal Question

Q.8

Are you currently working for pay?

(Please tick one box only)

(If 'Yes': Please answer questions 9 to 27)

(If 'No': Please go to question 28)

- 1 Yes
- 2 No
- 9 No answer, refused

["Clarification note: "currently working" refers to both self-employed and employees, and should include persons on leave if they are in an employment relationship." (ZA4350\_bq.pdf Basic (source) Questionnaire (Questionnaire) 18.01.2010)]

**Variable V63 : Do you have any other work for additional income**

Literal Question

Q.27

(IF YOU ARE CURRENTLY WORKING FOR PAY: PLEASE ANSWER QUESTIONS 9-27 ABOUT YOUR MAIN JOB)

In addition to your main job, do you do any other work for additional income?

(Please tick one box only)

- 0 Not applicable (code 2 in V27)
- 1 No
- 2 Yes, mostly as an employee
- 3 Yes, mostly on a self-employed basis
- 4 Yes, other
- 8 Can't choose
- 9 No answer, refused

**Variable V64 : Not currently workg: had paid job for 1 year or more**

Literal Question

Q.28

(PLEASE ANSWER QUESTIONS 28 - 36 IF YOU ARE NOT CURRENTLY WORKING)

Have you ever had a paid job for one year or more?

(Please tick one box only)

(If "Yes": Please answer questions 29 to 36)

(If "No": Please go to question 31)

- 0 Not applicable (code 1 in V27)
- 1 Yes
- 2 No
- 9 No answer, refused



Variable V65 : Not currently working: end (year) of last paid job

Literal Question

Q.29

(PLEASE ANSWER QUESTIONS 28 - 36 IF YOU ARE NOT CURRENTLY WORKING)

When did your last paid job end?

In ... (year)

0000 Not applicable (Code 1 in V27 or code 2 in V64)

1923 (oldest year)

to

2006 (most recent year)

9998 Can't choose

9999 No answer, refused

Variable V66 : Not currently working: main reason for job end

Literal Question

Q.30

(PLEASE ANSWER QUESTIONS 28 - 36 IF YOU ARE NOT CURRENTLY WORKING)

What was the main reason that your job ended?

(Please tick one box only)

0 Not applicable (code 1 in V27 or code 2 in V64)

1 I reached retirement age

2 I retired early, by choice

3 I retired early, not by choice

4 I became (permanently) disabled

5 My place of work shut down

6 I was dismissed

7 My term of employment/contract ended

8 Family responsibilities

9 I got married

98 Can't choose

99 No answer, refused

## European Value Study, EVS Questionnaire EVS 1981

<http://spitswww.uvt.nl/web/fsw/evs/documents/Surveys/In%20general/Ques1981.pdf>  
(18.01.2010)

Are you, yourself, employed now?

If Yes: About how many hours a week?

(Mark an answer in the first column below)

	Self	CWE*
Has paid job:		
▪ Full time (30 hours a week or more)		
▪ Part time (less then 30 hours a week)		
▪ Self-employed		
No paid job:		
▪ Unemployed		
▪ Retired; pensioned		
▪ Housewife not otherwise employed		
▪ Student		

\* CWE=chief wage earner

A) In which profession/industry do you/did you work?  
(write in below)

B) What is/was your job there?  
(write in below and code in first column)

Contact:

Industry:

Chief wage earner:

Industry:

Job:

Job: \_\_\_\_\_

	Contact	CWE
▪ Employers and managers of large establishments (over 500 employees)		
▪ Employers and managers of small establishments (under 500 employees)		
▪ Professional workers (layers, accountants, teachers, etc)		
▪ Middle level non-manual (office workers, etc)		
▪ Junior level non-manual (office workers, etc)		
▪ Foreman and supervisor – manual		
▪ Skilled manual workers		

- Semi-skilled manual workers
- Unskilled manual workers
- Farmers – employers, managers and own account
- Agricultural workers
- Members of armed forces

Are you the chief wage earner?

- 1 Yes
- 2 No go back and ask question 365 and 367 for the chief wage earner and ring codes in second column

How many people work in your department or part of your organisation?

- 1 1
- 2 2
- 3 3-5
- 4 6-9
- 5 10-25
- 6 26-99
- 7 100-249
- 8 250-1000
- 9 more than 1000
- V Don't know

Interviewers: code by observation only

Socio-economic status: (code from occupation)

- 7 AB (professional/managerial, above average life style)
- 8 C1 (sales, clerical and other non-manual)
- 9 C2 (manual workers - skilled i.e. served an apprenticeship)
- X DE (semi-skilled, unskilled or unemployed or pensioner)

## European Value Study, EVS Questionnaire EVS 1990

<http://spitswww.uvt.nl/web/fsw/evs/documents/Surveys/In%20general/Ques1990.pdf>  
(18.01.2010)

Are you yourself employed now or not?

If yes: About how many hours a week?

(If more than one job: only for the main job)

Has paid employment

- 30 hours a week or more
- Less than 30 hours a week
- Self employed

If no paid employment

- Retired/pensioned
- Housewife not otherwise employed
- Student
- Unemployed

Other (Please specify) \_\_\_\_\_

In which profession/industry do you or did you work?

(If more than one job: the main job) (Write in) \_\_\_\_\_

What is/was your job there?

(Write in and code below) \_\_\_\_\_

- 01 Employer/manager, of establishment with 10 or more employees
- 02 Employer/manager of establishment with less than 10 employees
- 03 Professional worker (lawyer, accountant, teacher etc.)
- 04 Middle level non-manual - office worker etc.
- 05 Junior level non-manual - office worker etc.
- 06 Foreman and supervisor
- 07 Skilled manual worker
- 08 Semi-skilled manual worker
- 09 Unskilled manual worker
- 10 Farmer: employer, manager on own account
- 11 Agricultural worker
- 12 Member of armed forces
- 13 Never had a job

Are you the chief wage earner?

- 1 Yes
- 2 No

Go to question 731

Go to question 728a

Is the chief wage earner employed now or not?

- 1 Yes
- 2 No

In which profession/industry does/did he (she) work?

(Write in) \_\_\_\_\_

What is/was his/her job?

(Write in and code below) \_\_\_\_\_

- 01 Employer/manager of establishment with 10 or more employees
- 02 Employer/manager of establishment with less than 10 employees
- 03 Professional worker (lawyer, accountant, teacher etc.
- 04 Middle level non-manual - office worker etc.
- 05 Junior level non-manual - office worker etc.
- 06 Foreman and supervisor
- 07 Skilled manual worker
- 08 Semi-skilled manual worker
- 09 Unskilled manual worker
- 10 Farmer: employer, manager on own account
- 11 Agricultural worker
- 12 Member of armed forces
- 13 Never had a job

Interviewer code by yourself

Socio-economic status of respondent

- 1 AB (Upper, upper-middle class)
- 2 C1 (Middle, non-manual workers)
- 3 C2 (Manual workers - skilled, semi-skilled)
- 4 DE (Manual workers - unskilled, unemployed)

## European Value Study, EVS

### Questionnaire EVS 1999

European Values 1999. Methodological Questionnaire

[http://spitswww.uvt.nl/web/fsw/evs/documents/Surveys/Countries%20PDF/1999-2000/EVS\\_Master\\_1999\\_1.pdf](http://spitswww.uvt.nl/web/fsw/evs/documents/Surveys/Countries%20PDF/1999-2000/EVS_Master_1999_1.pdf) (18.01.2010)

Are you yourself employed now or not? If yes: About how many hours a week (If more than one job: only for the main job)

Has paid employment

- 30 hours a week or more
- Less than 30 hours a week
- Self employed

If no paid employment

- Retired/pensioned
- Housewife not otherwise employed
- Student
- Unemployed

Other (Please specify) \_\_\_\_\_

In your present job, do you supervise anyone who is directly responsible to you?

- Yes
- No
- Don't know
- No answer

How many people do you supervise?

(Write in number) \_\_\_\_\_

How many other people usually work for the organization?

(Write in number) \_\_\_\_\_

How many employees do you have?

(Write in number) \_\_\_\_\_

In which profession/industry do you or did you work? (If more than one job: only for the main job)

(Write in)

Code according to ISCO88 \_\_\_\_\_

What is/was your job there? (write in and code below)

(Write in and code below) \_\_\_\_\_

- Employer/manager of establishment with 10 or more employees
- Employer/manager of establishment with less than 10 employees
- Professional worker (lawyer, accountant, teacher etc.
- Middle level non-manual - office worker etc.

- Junior level non-manual - office worker etc.
- Foreman and supervisor
- Skilled manual worker
- Semi-skilled manual worker
- Unskilled manual worker
- Farmer: employer, manager on own account
- Agricultural worker
- Member of armed forces
- Never had a job
- Don't know
- No answer

Code according to ISCO88 \_\_\_\_\_

And for how long are you unemployed?

- Less than half a year
- Between half a year and one year
- One year
- Between one and two years
- More than two years
- Don't know
- No answer
- Not applicable

Are you the chief wage earner?

- Yes
- No

Is the chief wage earner employed now or not?

- Yes
- No
- Don't know
- No answer
- Not applicable

In which profession/industry does/did he (she) work?

(Write in) \_\_\_\_\_

Code according to ISCO88 \_\_\_\_\_

What is/was his/her job there? (write in and code below)

(Write in and code below) \_\_\_\_\_

- Employer/manager of establishment with 10 or more employees
- Employer/manager of establishment with less than 10 employees
- Professional worker (lawyer, accountant, teacher etc.

- Middle level non-manual - office worker etc.
- Junior level non-manual - office worker etc.
- Foreman and supervisor
- Skilled manual worker
- Semi-skilled manual worker
- Unskilled manual worker
- Farmer: employer, manager on own account
- Agricultural worker
- Member of armed forces
- Never had a job
- Don't know
- No answer

Code according to ISCO88 \_\_\_\_\_

Interviewer code by yourself

Socio-economic status of respondent

- 1 AB (Upper, upper-middle class)
- 2 C1 (Middle, non-manual workers)
- 3 C2 (Manual workers - skilled, semi-skilled)
- 4 DE (Manual workers - unskilled, unemployed)



## European Value Study, EVS Questionnaire EVS 2008

European Values Study Master Questionnaire 2008, Final version 7 March 2008  
<http://www.europeanvaluesstudy.eu/evs/surveys/survey-2008/masterquestionnaire.pdf>  
(18.01.2010)

Are you yourself gainfully employed at the moment or not? Please select from the card the employment status [labour status] that applies to you.

INTERVIEWER INSTRUCTION: IF MORE THAN ONE JOB: ONLY FOR THE MAIN JOB

Paid employment

- 01 – 30 hours a week or more
- 02 – Less than 30 hours a week
- 03 – Self employed

No paid employment

- 04 – Military Service
- 05 – Retired/pensioned
- 06 – Housewife not otherwise employed
- 07 – Student
- 08 – Unemployed
- 09 – Disabled

INTERVIEWER INSTRUCTION: ONLY IF RESPONDENT DOES NOT WORK BECAUSE OF DISABILITY!

- 10 – Other, please specify (WRITE IN): .....
- 88 – Don't know
- 99 – No answer (spontaneous)

In your LAST job were you employed (either full time or part time) or were you self-employed?

- 1 employed
- 2 self-employed
- 8 don't know
- 9 no answer (spontaneous)
- 7 never had a paid job

INTERVIEWER INSTRUCTION: IF RESPONDENT HAS PAID EMPLOYMENT NOW, Q111 = 01-03, ASK:

What is the name or title of your main job?

---

INTERVIEWER INSTRUCTION: IF RESPONDENT HAD PAID EMPLOYMENT BEFORE, Q111A =1,2 ASK:

What was the name or title of your main job?

---

INTERVIEWER INSTRUCTION: IF RESPONDENT HAS/HAD MORE THAN ONE JOB. ASK HIS/HER OCCUPATION IN THE MAIN JOB! WRITE IN AS DETAILED AS POSSIBLE

Write in: \_\_\_\_\_

In your main job, what kind of work do/did you do most of the time?

INTERVIEWER INSTRUCTION: WRITE IN DETAILED

Write in: \_\_\_\_\_

CODING INSTRUCTION CODE ACCORDING TO ISCO88 (4 DIGITS) AFTER INTERVIEW ON THE BASIS OF Q112 AND Q112A

Code: \_\_\_\_\_

88888 don't know (spontaneous)

99999 no answer (spontaneous)

77777 not applicable

INTERVIEWER INSTRUCTION: ASK FROM CURRENTLY SELF-EMPLOYED (Q111=3) OR SELF-EMPLOYED IN THEIR LAST JOB (Q111A=2)

How many employees do/did you have?

- 1 none
- 2 1-9
- 3 10-24
- 4 25 or more
- 8 don't know (spontaneous)
- 9 no answer (spontaneous)
- 7 not applicable

INTERVIEWER INSTRUCTION: ASK FROM CURRENTLY EMPLOYED (Q111=1 OR 2) OR PEOPLE NOT SELF-EMPLOYED IN THEIR LAST JOB (Q111A=1)

Do/did you have any responsibility for supervising the work of other employees?

- 1 yes
- 2 no
- 8 don't know (spontaneous)
- 9 no answer (spontaneous)
- 7 not applicable

How many other employees do/did you supervise?

- 1 1-9
- 2 10-24
- 3 25 or more
- 8 don't know (spontaneous)
- 9 no answer (spontaneous)
- 7 not applicable

Is your spouse/partner gainfully employed at the moment or not? Please select from the card the employment status [labour status] that applies to your spouse/partner.

INTERVIEWER INSTRUCTION: IF MORE THAN ONE JOB: ONLY FOR THE MAIN JOB

Paid employment

- 01 – 30 hours a week or more
- 02 – Less than 30 hours a week
- 03 – Self employed

No paid employment

- 04 – Military Service
- 05 – Retired/pensioned
- 06 – Housewife not otherwise employed
- 07 – Student
- 08 – Unemployed
- 09 – Disabled

INTERVIEWER INSTRUCTION: ONLY IF SPOUSE/PARTNER DOES NOT WORK BECAUSE OF DISABILITY!

- 10 – Other, please specify (WRITE IN): \_\_\_\_\_
- 88 – Don't know
- 99 – No answer (spontaneous)
- 77 – not applicable

In his/her LAST job was he/she employed (either full time or part time) or was he/she self-employed?

- 1 employed
- 2 self-employed
- 8 don't know (spontaneous)
- 9 no answer (spontaneous)
- 7 never had a paid job

INTERVIEWER INSTRUCTION: IF PARTNER HAS PAID EMPLOYMENT NOW, Q117 = 01-03 ASK:

What is the name or title of your partner's main job?

\_\_\_\_\_

INTERVIEWER INSTRUCTION: IF PARTNER HAD PAID EMPLOYMENT BEFORE Q117A = 1-2, ASK:

What was the name or title of your partner's main job?

\_\_\_\_\_

INTERVIEWER INSTRUCTION: IF PARTNER HAS/HAD MORE THAN ONE JOB. ASK HIS/HER OCCUPATION IN THE MAIN JOB! WRITE IN AS DETAILED AS POSSIBLE!

Write in: \_\_\_\_\_

In his or her main job, what kind of work do/did your partner most of the time?

INTERVIEWER INSTRUCTION: WRITE IN!

Write in: \_\_\_\_\_

CODING INSTRUCTION: CODE ACCORDING TO ISCO88 (4 DIGITS) AFTER INTERVIEW ON THE BASIS OF Q118 AND Q118A

Code: \_\_\_\_\_

- 88888 don't know (spontaneous)
- 99999 no answer (spontaneous)
- 66666 never had a job
- 77777 not applicable

INTERVIEWER INSTRUCTION: ASK IF SPOUSE/PARTNER IS CURRENTLY SELF-EMPLOYED (Q117=3) OR IF PARTNER WAS SELF-EMPLOYED IN THE LAST JOB (Q117A=2)

How many employees does/did he or she have?

- 1 none
- 2 1-9
- 3 10-24
- 4 25 or more
- 8 don't know (spontaneous)
- 9 no answer (spontaneous)
- 7 not applicable

INTERVIEWER INSTRUCTION: ASK IF SPOUSE/PARTNER IS CURRENTLY EMPLOYED (Q117=1 OR 2), OR IF SPOUSE/PARTNER WAS NOT SELF-EMPLOYED IN THE LAST JOB (Q117A=1)

Does/did he or she have any responsibility for supervising the work of other employees?

- 1 yes
- 2 no
- 8 don't know (spontaneous)
- 9 no answer (spontaneous)
- 7 not applicable

How many other employees does/did he or she supervise?

- 1 1-9
- 2 10-24
- 3 25 or more
- 8 don't know (spontaneous)
- 9 no answer (spontaneous)
- 7 not applicable

ASK ALL

During the last five years, have you experienced a continuous period of unemployment longer than 3 months?

- 1 yes
- 2 no
- 8 don't know (spontaneous)
- 9 no answer (spontaneous)

INTERVIEWER INSTRUCTION: ONLY IF LIVING WITH A PARTNER (Q97=1 OR 2 OR Q99=1); OTHERWISE GO TO Q123

And your spouse/partner, has he/she experienced a continuous period of unemployment longer than 3 months during the last five years?

- 1 yes
- 2 no
- 8 don't know (spontaneous)
- 9 no answer (spontaneous)
- 7 not applicable

When you were 14, was your father [mother] employed, self employed or not?

- 1 yes, employed
- 2 yes, self employed
- 3 without employment
- 8 don't know (spontaneous)
- 9 no answer (spontaneous)
- 7 not applicable

What was the name or title of your father's [mother's] job?

INTERVIEWER INSTRUCTION: WRITE IN

Write in: \_\_\_\_\_

In his [her] job, what kind of work did your father [mother] most of the time?

INTERVIEWER INSTRUCTION: WRITE IN

Write in: \_\_\_\_\_

CODING INSTRUCTION: CODE ACCORDING TO ISCO88 (4 DIGITS) AFTER INTERVIEW ON THE BASIS OF Q129 AND Q129A

- Code: \_\_\_\_\_
- 88888 don't know (spontaneous)
  - 99999 no answer (spontaneous)
  - 77777 not applicable

INTERVIEWER INSTRUCTION: FOR SELF EMPLOYED FATHERS/ MOTHERS (Q128=2)

How many employees did your father [mother] have?

- 1 none
- 2 1-9
- 3 10-24
- 4 25 or more
- 8 don't know (spontaneous)
- 9 no answer (spontaneous)
- 7 not applicable

INTERVIEWER INSTRUCTION: FOR EMPLOYED FATHERS/ MOTHERS (Q128=1)

Did your father [mother] have any responsibility for supervising the work of other employees?

- 1 yes
- 2 no
- 8 don't know (spontaneous)
- 9 no answer (spontaneous)
- 7 not applicable

How many other employees did your father [mother] supervise?

- 1 1-9
- 2 10-24
- 3 25 or more
- 8 don't know (spontaneous)
- 9 no answer (spontaneous)
- 7 not applicable



## Annex 5

### Pilot Study: Questionnaire and Frequencies

Questions and answers	n	valid % of eligible n	go to question
1. Are you currently....			
1: employed full time with a weekly working time of 35 hours or more	218	50,5	> q4
2: employed part time with a weekly working time of 15 to 34 hours	84	19,4	> q4
3: employed part time or on an hourly basis with a weekly working time of less than 15 hours, or	34	7,9	> q2
4: not employed?	96	22,2	> q2
	<i>valid n</i> 432	100,0	
97: Refused.			> q30
98: Don't know.			> q30
<i>INT.: 'Employed' refers to work for pay (wage, salary, fee), profit (in the case of self-employed persons), or family gain (in the case of contributing family workers).</i>			

### 2. Are you currently...

1: undergoing vocational training (apprenticeship, secondary-level vocational school, post-secondary vocational school, school for master craftspersons, third-level vocational college, work placement, trainee programme etc.)	10	7,7	> q11
2: attending a general education school or a university	26	20,0	> q11
3: in a retraining programme	0	0,0	> q2.2
4: unemployed, seeking employment	18	13,8	> q2.2
5: a homemaker (doing housework, looking after children or other persons)	35	26,9	> q11



Questions and answers	n	valid % of eligible n	go to question
6:on maternity or parental leave	13	10,0	> q11
7:a conscript in compulsory military or community service, doing a voluntary social or ecological year etc.	1	0,8	> q11
8:in early retirement	0	0,0	> q11
9:retired	9	6,9	> q11
10:in the work-free phase of pre-retirement part-time work for older employees	0	0,0	> q11
12:unable to work because of sickness or disability	3	2,3	> q11
13:economically inactive for other reasons ?... (open response) _____	13	10,0	> q2.1
<i>valid n</i>	128	98,5	
97: Refused.	1	0,8	> q3
98: Don't know.	1	0,8	> q3
<hr/>			
2.1			
*BUT 9997: Refused *BUT 9998: Don't know.			
Other, namely....?			> q11
<i>valid n</i>	13	100,0	
<hr/>			
INT: Record response verbatim.			
ALPHA 250			
<hr/>			
2.2			
**BUT 9997: Refused *BUT 9998: Don't know.			
Have you been unemployed..			
2: for less than six months	12	66,7	> q3
3: for more than six months but less than two years, or	3	16,7	> q3
4: for more than two years?	3	16,7	> q3
<i>valid n</i>	18	100,0	

Questions and answers	n	valid % of eligible n	go to question
3. If you were offered a job today, could you start work within two weeks?			
1: Yes.	15	75,0	
2: No.	5	25,0	
<i>valid n</i>	20	100,0	
97: Refused			
98: Don't know.			
If 1 = 4 go to question 11,			if q1=4 > q 11
if 1 = 3 go to question 4.			if q1=3 > q 4
4.			
<i>If question 1 = 3, then read out the following additional introductory text:</i>			
Now, you stated that you work less than 15 hours a week.			
Are you ...			
1: an employee	240	78,7	> q5
2: self-employed or freelance	41	13,4	> q10
3: an employee and self-employed or freelance	15	4,9	> q8
4: a contributing family worker?	3	1,0	> q10
<i>valid n</i>	299	98,0	
97: Refused	1	0,3	> q5
98: Don't know.	5	1,6	> q5

Questions and answers	n	valid % of eligible n	go to question
5. How many jobs do you have as an employee?			
1: One.			if q1=1 or 2 and q5=1 > q10 if q1=3 or 4 and q5=1 > q6
	227	92,3	
2: Two.	7	2,8	> q7
3: More than two.	8	3,3	> q11
			because less then part time: no ISCO
	<i>valid n</i> 242	98,4	
97: Refused	2	0,8	> q18
98: Don't know.	2	0,8	> q18
6. Are you ...			
1: marginally employed and work less than half a working day	1	50,0	> q9
2: marginally employed and work only occasionally	1	50,0	> q9
3: a seasonal worker			> q11
4: employed in a (national) labour-market programme such as a job-creation scheme or a 'one-euro job' ?			> q11
	<i>valid n</i> 2	100,0	
97: Refused			> q11
98: Don't know.			> q11

Questions and answers		n	valid % of eligible n	go to question
<b>7. How many hours do you work in each of your two jobs?</b>				
1:	Both jobs are half a full-time job.	1	14,3	> q 8
2:	Only one of the jobs is at least half a full-time job.	1	14,3	> q10
3:	Both jobs are less than half a full-time job.	2	28,6	> q 9
	<i>valid n</i>	4	57,1	
97:	Refused			> q18
98:	Don't know.	3	42,9	> q18
<b>8. Do you ...</b>				
1:	do the same work in both your jobs	8	50,0	> q10
2:	do different work in each job?	8	50,0	> q12
	<i>valid n</i>	16	100,0	
97:	Refused			> 18
98:	Don't know.			> 18
If code 2, then tell the respondent: „Please note that the following questions refer to the job that you think has the higher status.“				
<b>9. How many hours do you normally work each week?</b>				
Total working hours ____				
(range 0 to 168)				
	<i>valid n</i>	4	100,0	> q11
97:	Refused			> q11
98:	Don't know.			> q11

Questions and answers	n	valid % of eligible n	go to question
10. How many hours do you normally work each week? Total working hours ____ (range 0 to 168)			> q12
	<i>valid n</i> 270	97,1	
97: Refused	2	0,7	> q12
98: Don't know.	6	2,2	> q12
11. Have you ever been employed full time or part time in the past?			
1: Yes	96	69,1	> q12
2: No	42	30,2	> q18
	<i>valid n</i> 138	99,3	
97: Refused			> q18
98: Don't know.	1	0,7	> q18
12. What is your main job at the moment / what was your main job in the past? If you are no longer working, what kind of work did you do in your last main job?			
<hr/>			
INT: refused = 97, don't know = 98			
	<i>valid n</i> 414	95,8	> next q
97: Refused	16	3,7	> next q
98: Don't know.	2	0,5	> next q

Questions and answers	n	valid % of eligible n	go to question
12.1 Could you please give me an exact description of the work you do in that job.			
INT: refused = 97, don't know = 98			
	<i>valid n</i> 317	73,4	> next q
97: Refused	30	6,9	> next q
98: Don't know.	21	4,9	> next q
12.2 Does that job have a special name?			
INT: refused = 97, don't know = 98			
	<i>valid n</i> 268	62,0	> q13
97: Refused	32	7,4	> q13
98: Don't know.	55	12,7	> q13
13. Could you please tell me which of the following categories that job belongs to:			
1: academic in a liberal profession	34	8,9	> q15
2: self-employed farmer, collective farmer*)	3	0,8	> q14
3: self-employed in commerce, industry, crafts or services, member of a cooperative*)	64	16,8	> q15
4: employee (blue-collar or white-collar worker)	231	60,5	> q16
5: civil servant (employed by the State)	28	7,3	> q16
6: contributing family worker	7	1,8	> q18
	<i>valid n</i> 367	96,1	
97: Refused	9	2,4	> q18
98: Don't know.	6	1,6	> q18

Questions and answers	n	valid % of eligible n	go to question
14. How many hectares does your farm have under cultivation?			
1: less than 10 hectares (small farm)			> q18
2: more than 10 hectares (medium to large farm)	2	66,7	> q18
3: more than 1,000 hectares of agricultural land or forest			> q18
<i>valid n</i>	2	66,7	
97: Refused			
98: Don't know.	1	33,3	
15. How many employees does your business/ office / practice have?			
1: no other employees apart from myself	24	24,5	> q18
2: between 1 and 4 employees	14	14,3	> q18
3: between 5 and 50 employees	29	29,6	> q18
4: more than 50 employees	27	27,6	> q18
<i>valid n</i>	94	95,9	
97: Refused	2	2,0	> q18
98: Don't know.	2	2,0	> q18

Questions and answers		valid n	% of eligible n	go to question
<b>16. Which of the descriptions on this card best describes the sort of work you do?</b>				
1:	You are employed as an unskilled or semi-skilled worker (for example, waiter, machine operator, assembler, truck driver, transport worker, warehouse worker, window cleaner, farm labourer, nanny).	35	13,5	> q18
2:	You are a skilled worker engaged in routine tasks (for example, salesperson, typist, clerical worker, skilled farm worker, miner, welder, skilled craftsperson, skilled machinery and plant operator).	49	18,9	> q18
3:	You carry out demanding tasks independently in accordance with general instructions (for example, bookkeeper, bank official, case officer, technical draughtsperson, kindergarten teacher, customs official, watchmaker, photographer, electrical plant fitter).	62	23,9	> q18
4:	You independently perform demanding tasks in a responsible job, or you have limited responsibility for other employees (for example, municipal administrator, operations manager, head of department, sales manager, research associate, midwife, teacher, librarian, pilot, police inspector).	72	27,8	> q17
5:	You have far-reaching leadership tasks and decision-making powers (for example company director and general manager, scientist, architect, doctor, judge, school inspector, member of the armed forces from the rank of colonel upwards).	28	10,8	> q17
		<i>valid n</i>	246	95,0
97:	Refused.	3	1,2	> q18
98:	Don't know.	10	3,9	> q18



Questions and answers	n	valid % of eligible n	go to question
<b>17. Do you supervise other employees?</b>			
1: Yes.	72	72,0	> q18
2: No.	28	28,0	> q18
<i>valid n</i>	100	100,0	
97: Refused			> q18
98: Don't know.			> q18
<b>18. Who is the main earner in this household?</b>			
1: I am.	242	56,1	> q30
2: Another household member, namely	166	38,5	> q19
_____			
(Enter designation for that person.)			
<i>valid n</i>	408	94,7	
97: Refused	13	3,0	> q30
98: Don't know.	11	2,6	> q30
<b>19. What is that person's (the main earner in your household's) main job?</b>			
_____			
<i>valid n</i>	164	98,8	> next q
97: Refused	2	1,2	> next q
98: Don't know.			
<b>19.1 Could you give me an exact description of that job?</b>			
_____			
<i>valid n</i>	110	66,3	> next q
97: Refused	14	8,4	> next q
98: Don't know.	27	16,3	> next q

Questions and answers	n	valid % of eligible n	go to question
<b>19.2 Does that job have a special name?</b>			
	<i>valid n</i>	<i>100</i>	<i>60,2</i>
97: Refused	14	8,4	> q20
98: Don't know.	30	18,1	> q20
<b>20. Could you please tell me which of the following categories that job belongs to:</b>			
1: academic in a liberal profession	13	7,8	> q22
2: self-employed farmer, collective farmer*)	4	2,4	> q21
3: self-employed in commerce, industry, crafts, or services, member of a cooperative*)	23	13,9	> q22
4: employee (blue collar, white collar)	96	57,8	> q23
5: civil servant (employed by the State)	10	6,0	> q23
6: contributing family worker	1	0,6	> q30
	<i>valid n</i>	<i>147</i>	<i>88,6</i>
97: Refused	9	5,4	> q30
98: Don't know	10	6,0	> q30
<b>21. How many hectares are under cultivation on that person's (main earner in the household's) farm?</b>			
1: less than 10 hectares (small farm)	1	25,0	> q30
2: more than 10 hectares (medium to large farm)	2	50,0	> q30
3: more than 1,000 hectares of agricultural land or forest			
	<i>valid n</i>	<i>3</i>	<i>75,0</i>
97: Refused			> q30
98: Don't know	1	25,0	> q30

Questions and answers	n	valid % of eligible n	go to question
22. How many employees does that business / office / practice have?			
1: no other employees apart from the main earner	8	22,2	> q30
2: between 1 and 4 employees	3	8,3	> q30
3: between 5 and 50 employees	8	22,2	> q30
4: more than 50 employees	13	36,1	> q30
<i>valid n</i>	32	88,9	
97: Refused			> q30
98: Don't know.	4	11,1	> q30
23. Which of the descriptions on this card best describes the sort of work that person (the main earner) does?			
1: He/she is employed as an unskilled or semi- skilled worker (e.g., waiter, machine operator, assembler, truck driver, transport worker, warehouse worker, window cleaner, farm labourer, nanny).	19	17,9	> q30
2: He/she is a skilled worker engaged in routine tasks (e.g., salesperson, typist, clerical worker, skilled farm worker, miner, welder, skilled craftsperson, skilled machinery and plant operator).	13	12,3	> q30
3: He/she carries out demanding tasks independ- ently in accordance with general instructions (e.g., bookkeeper, bank official, case officer, technical draughtsperson, kindergarten teacher, customs official, watchmaker, photographer, electrical plant fitter).	24	22,6	> q30

Questions and answers	n	valid % of eligible n	go to question
4: He/she independently perform demanding tasks in a responsible job, or you have limited responsibility for other employees (e.g., municipal administrator, operations manager, head of department, sales manager, research associate, midwife, teacher, librarian, pilot, police inspector).	19	17,9	> q24
5: He/she has far-reaching leadership tasks and decision-making powers (e.g., company director and general manager, scientist, architect, doctor, judge, school inspector, member of the armed forces from the rank of colonel upwards).	24	22,6	> q24
<i>valid n</i>	99	93,4	
97: Refused			> q30
98: Don't know.	7	6,6	> q30
<hr/>			
24. Does that person (the main earner) supervise other employees?			
1: Yes.	32	74,4	> q30
2: No.	8	18,6	> q30
<i>valid n</i>	40	93,0	
97: Refused			> q30
98: Don't know.	3	7,0	> q30

In each case, go to question 30

To all respondents

*Only if 18= 2 (transitional sentence:)*

Now let's talk about you again.

Questions and answers	n	valid % of eligible n	go to question
30. Did you do any work for pay, profit or family gain for at least one hour last week?			
1: Yes.	270	62,5	> finished
2: No.	149	34,5	> q31
<i>valid n</i>	419	97,0	
97: Refused	9	2,1	> finished
98: Don't know.	4	0,9	> finished

If question 30 = 2

31. What is the main reason why you didn't work (at all) last week?

INT: Assign spontaneous response to a category – if necessary read out the categories.

01 Short time working for technical or economic reasons	3	2,0	> end
02 Labour dispute, strike			> end
03 School or vocational education, or further training	15	10,1	> end
04 Sickness, accident or temporary incapacity to work	17	11,4	> end
05 Maternity leave	8	5,4	> end
06 Parental leave	6	4,0	> end
07 Vacation	27	18,1	> end
08 Compensatory leave (in lieu of overtime pay or within the framework of a working time account)			> end
09 Personal or family reasons, child care, caring for household members or family members, sabbatical	12	8,1	> end
10 Bad weather			> end
11 Other reasons	49	32,9	> end

Questions and answers	n	valid % of eligible n	go to question
	<i>valid n</i> 137	91,9	
97: Refused	6	4,0	> end
98: Don't know.	6	4,0	> end
<b>The End</b>			



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In the social sciences, the occupation variable is used to derive socio-economic status and/or occupational prestige. This book describes occupation as an indicator of social status, occupation as an indicator of prestige and labor status as an indicator of position in the life-cycle. First, we identify variables necessary to measure occupation, employment and the labour force concept from ILO (International Labour Organisation, Geneva). Second, we introduce strategies for harmonizing the underlying social concepts of the measurements in surveys across countries. Third, we present our own instruments for measuring occupation and labour status in cross-national comparative surveys.